

**MARINA TOWERS CONDOMINIUM ASSOCIATION (MTCA)**  
**Owner/Tenant User**

Each person wishing to rent the Meeting/Party room must sign an agreement for the use of the Meeting/Party room, which obligates him/her to the following:

1. The use of the Meeting/Party Room shall be limited to private functions of Owners/Tenants and specifically authorized corporate events with a maximum of 75 guests. Except for purposes of ingress and egress, the lobby is not part of the rental agreement.
2. Any Owner/Tenant who wants to use the Meeting/Party Room must submit a fee of \$25.00 per hour (with a minimum rental of \$50.00), and a security deposit of \$200.00, which shall be refunded if there is no damage to the Meeting/Party Room. The Owner/Tenant is responsible for all cleanup of the Meeting/Party Room to restore the room to the condition in which it was found. Coffee is available for an additional fee.
3. Renters of the Meeting/Party Room shall also be charged an additional amount for damage resulting from use of the Room and for cleanup in excess of the amount of the deposit. The Owner agrees that if such additional amounts are not paid, MTCA shall have the right to assess the Owner (and in the case of a renter or other non-owner occupant, the Owner of the renter's or occupant's unit) for such amounts, and MTCA shall have the same lien rights for the collection of such amounts as exist with respect to unpaid assessments under the Association Declaration and the Condominium Property Act.
4. Except for scheduled MTCA functions, the Meeting/Party Room will be rented on a first-come, first-served basis. Upon signature of the Agreement for use of the room, the indemnity agreement, presentation of proof of insurance, and receipt of money, the date of the function will be entered into the Meeting/Party Room reservation book.
5. MTCA assumes no responsibility for personal injury to owners, tenants, guests, or for personal property.
6. Each Owner/Tenant shall submit written proof of homeowners/renters insurance to the Manager prior to the event. The insurance certificate must include MTCA as an additional insured. The Owner/Tenant shall be responsible for insuring and indemnifying MTCA that no action during the rental of the Meeting/Party Room is taken which violates any applicable ordinances of the City of Chicago, or the laws of the State of Illinois, the United States of America, or any other applicable governmental jurisdiction.
7. Tenants may reserve the Meeting/Party Room only after the Manager receives written permission from the Owner of the unit.
8. The Meeting/Party Room is available from 8:00 a.m. to 1:00 a.m.
9. No function to be held in the Meeting/Party Room may be advertised as open to the general public.

10. The maintenance staff shall unlock the room, and obtain the signature of the person(s) renting the Meeting/Party Room on a checklist as to the condition of the room immediately prior to the function. Following completion of the function the maintenance staff shall check for damage and complete and sign the checklist form. The East Tower Guard will coordinate these activities.
11. Smoking is NOT permitted in any part of the Meeting/Party Room or in the lobby.
12. Noise or activities shall not disturb other tenants. Permission to use the room may be withdrawn immediately if noise is excessive.
13. No tacked decorations are allowed. No taped decorations are allowed on the walls or ceiling.
14. If alcoholic beverages are to be served, this shall be indicated on the Agreement. Liquor may NOT be sold. The Renter shall be responsible for insuring that no alcoholic beverages are served to any person under the age of 21.
15. Admission fees for the room may NOT be charged by the Renter.
16. Violators of the above rules will be denied the privilege of using the room.
17. Violation of any of the above guidelines will result in the immediate withdrawal of permission to use of the Meeting/Party Room, with MTCA having the right to retain all fees and deposits.
18. The Renter is subject to the MTCA Rules and Regulations

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File Name: PARTYROOM

MARINA TOWERS CONDOMINIUM ASSOCIATION (MTCA)

MEETING/PARTY ROOM

RESERVATION REQUEST FORM

Name: \_\_\_\_\_ [ ] Owner [ ] Tenant

Unit(s) #: \_\_\_\_\_

Unit Owner's Name: \_\_\_\_\_

Phone No. Home: \_\_\_\_\_

Phone No. Work: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Will Alcoholic Beverages be served? Yes: \_\_\_\_ No: \_\_\_\_

Nature of Event: \_\_\_\_\_

Expected Number of Guests (not to exceed 75): \_\_\_\_\_

THE UNDERSIGNED HAS READ THE ATTACHED GUIDELINES FOR THE MEETING/PARTY ROOM AND AGREES TO ABIDE BY THEM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use:

Attached are: \_\_\_\_\_ required fees  
\_\_\_\_\_ indemnification agreement  
\_\_\_\_\_ insurance documentation

\_\_\_\_\_  
Manager/Assistant Manager/Other MTCA Staff Person

\_\_\_\_\_  
Date Completed

**MARINA TOWERS CONDOMINIUM ASSOCIATION**

Indemnity Agreement

This agreement made on \_\_\_\_\_, by and between Marina Towers Condominium Association (MTCA), an Illinois Not for Profit Corporation and \_\_\_\_\_ (name owner/tenant or company) in consideration of the sum of \$ \_\_\_\_\_ between the hours of \_\_\_\_\_, agrees to indemnify, hold harmless and defend the MTCA, the members of the Board of Directors individually and collectively, the Unit Owners of the Association, individually and collectively, and their respective agents, servants, and employees against any and all suits, actions, legal proceedings, claims, demands, costs, judgments, expenses and attorney fees, in any manner caused by, arising from, incident to, connected with, or growing out of the use or occupancy of said premises by the Owner/Tenant, its/their members, employees, guests and all other persons associated with or invited to the use of said premises by said organization or persons.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature