

MARINA TOWERS CONDOMINIUM ASSOCIATION (MTCA)
OWNER/TENANT USER
MEETING/PARTY ROOM

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 30 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 shall be refunded if there is no damage to the Meeting/Party Room or any common area of the property.
3. Renters of the Meeting/Party Room shall also be charged an additional amount for damage from the use of the room and for clean up 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, the Owner of the renter'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. Any cleaning of the party remains will be charged back to the unit owner at an \$80.00 per hour (one hour minimum) cleaning fee if the room is not returned to their original condition.
5. 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.
6. MTCA assumes no responsibility for personal injury to owners, tenants, guests or for personal property.
7. 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.

8. Tenant may reserve the Meeting/Party Room only after the manager receives written permission from the owner of the unit.
9. The room must be vacated, including all personal items by 12:00 a.m. Sunday thru Thursday and by 1:00 a.m. Friday and Saturday.
10. No function to be held in the Meeting/Party Room may be advertised as open to the general public.
11. 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.
12. Smoking is NOT permitted in any part of the Meeting/Party Room or common area of the property.
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. In addition, special liquor liability insurance is required naming MTCA and DK Condo, Inc., as additional insured.
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 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.

19. It is your responsibility to inform all of your guests about the following rules:

Smoking is not permitted in the Meeting/Party Room areas, the rooftop deck, the lobby and outside the lobby entry doors or any of the common areas of the property.

Loitering, playing or running in the hallways or stairwells is not permitted.

Do not prop open any building door(s) to allow guests inside.

The glass door outside the Meeting/Party Room entrance shall be kept closed at all times during the party.

The room is rented as is, please do not use any tape on the walls or ceilings. Upon leaving the room, please leave the tables and chairs as you had them arranged for your event so everything is properly inspected by the maintenance staff.

Live bands and extensive stereo equipment are not permitted. Speaker(s) should never be set up on the outside. It is your responsibility to make sure that the meeting room and bathroom are left in the clean condition that you found them. The common areas are checked before and after a party.

20. Please note: If the police are called for any disturbance related issue the security deposit may be forfeited. The Board may consider banning the individual hosting the party (owner and/or tenant) from renting the room in the future. Any damages that exceed the security deposit will be billed directly to the assessment of the owner of the unit hosting the event. Any theft or damage to common area elements in any part of the building by guests of the host will be prosecuted to the full extent of the law and all costs will be billed to the host unit owner's assessment at full replacement value.

21. Management reserves the right to end any event early. Please be considerate at all times, other residents should not be disturbed from your event.

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 and Unit Number)

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 DK Condo Inc, and their respective agents, servants, and employees against any and all damages, liabilities, suits, actions, legal proceedings, claims, demands, costs, judgments for personal injuries, including death, 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 person associated with or invited to the use of said premises by said organization or persons.

Date

Signature

Date

Signature

Date

Signature

Date

Signature