

Montclair Property Owners Association



Conference Room Reservation for Private Functions

Use of the Association's conference room facilities is limited to 9 a.m. through 4:30 p.m. Monday through Friday to property owners in good standing. Reservation of the conference room is not available to non-owners, including tenants living within Montclair. A refundable security deposit of \$100 is required upon submittal of the application. Reservations for business use are required to pay a \$200 non-refundable use fee in addition to the security deposit. Waiver of this fee will be permitted for any organization showing proof of tax exempt status.

Name _____
Date

Address

_____ Check one: Home Cell Work
Daytime Phone _____
Email Address

Reservation Details

Group Name (if applicable)

Group Type (Check One): Club/Organization Property Owners Business Use

_____ _____ _____
Date Number of Guests (max. 60) Time

Purpose of Conference Room Usage

Please attach a copy of the declaration page of the homeowners/organization insurance policy.

I the undersigned individual, group or organization of MPOA certify in writing and under penalty of law that the proposed gathering or meeting is not for the purposes as prohibited.

I further understand that this reservation is subject to cancellation/modification by the MPOA General Manager in accordance with Article 4 of the Community Guidelines governing the MPOA room use. I further agree to participate in an opening and closing inspection with a staff member of the areas to be used and will abide by all rules and regulations stated in Article 4, Section 4.9 of the Community Guidelines. I understand that any damage to the facility during a private function is strictly the responsibility of the property owner. Any failure to meet these responsibilities may result in the loss of my security deposit in whole or part, and the applicant may be responsible for any consequential damages as a result of the mishap.

Signature _____
Date

For Office Use Only

Check One: Approved Denied _____
Reason for Denial Date