

**UNIVERSITY TERRACE HOMEOWNERS ASSOCIATION**  
**ONE-TIME OR MULTIPLE-USE AGREEMENT**  
**COMMONS ROOM**

Fill in the form below and print it out. If using the PDF form, print it out and then fill it in.

Name:

Date:

Address:

Phone: (h)

Phone: (w)

E-mail:

Description of nature of event:

Agreement for use on (mm/dd/yy) during the hours of

OR

Agreement for ongoing use for an event to occur each week/month, for the hours of beginning on (mm/dd/yy)  
and ending on (mm/dd/yy) (a period not to exceed six months)

Check if this ongoing event may be overridden for a one-time use on a week's notice from another homeowner.

**POLICIES**

1. Reservations will be taken on a first come, first serve basis.
2. Owner agrees to assume all liability for use of the Commons Room, and to hold the Association and any of its representatives, agents, or directors harmless from all liability and claims arising from this use of the Commons Room.
3. The Commons Room may be reserved by Owners only. The Commons Room may not be reserved by an Owner for use by a non-resident without Board of Directors approval.
4. The Board reserves the right to cancel any reservation that the Board determines to be not in the interest of the Association.
5. Owner must be in good standing with the Association.
6. Owner agrees to have their Association account assessed for the cost of all damages, cleaning, and other items necessary to bring the Commons Room to its condition prior to use. Reservations manager will check the morning after each use in accordance with the following provisions:
  - a. Cleaning of the Commons Room is the responsibility of the Owner using the Commons Room.
  - b. The Owner shall be responsible for the loss of or damage to any of the Commons Room property, including loss of or damage to furniture, carpeting, etc.
  - c. All garbage and recycling shall be removed from the Commons Room.
7. Decorations may be used but must be removed after use. No nails, staples or thumbtacks shall be used to affix decorations anywhere on the premises, inside or out. Use masking tape for mounting on walls and ensure all pieces are removed.
8. Smoking is not permitted in the Commons Room or rest rooms.
9. It shall be the responsibility of the Owner to ascertain that all electrical equipment and lights not on timers (including one of the lights in the women's rest room) are turned off.
10. Barbecue grills cannot be use inside the Commons Room.
11. Music is permitted within the provisions of the curfew hours (10 p.m. on Sunday and weeknights; 11 p.m. on Friday and Saturday). No amplification is allowed and requests to turn down volume should be respected.
12. As a courtesy to neighbors, notify everyone via the UT listserv (at university\_terrace@lists.berkeley.edu) if you are planning to play music or install noise-generating items like jumpy castles for children's parties.
13. For insurance reasons, the Commons Room may be reserved for nonprofit functions only.
14. The Owner shall be responsible for returning the keys to the Commons Room reservation manager. Should the keys become lost or stolen, or not returned within a 24-hour period, the Owner will be responsible for a charge/fine of \$75 to cover the cost of key and time to replace it.

Signature below indicates acceptance of the above conditions.

Signed: \_\_\_\_\_

Date: