

**Recreation Center - Building I - 100 LaSalle Street, Basement**

The Recreation Center is solely for the use of shareholders, for social gatherings for their family and friends or for activities sponsored by authorized Morningside Gardens groups. The rules for the use of the Center, set forth below, have been adopted in order to minimize inconvenience to residents of Building I, and ensure the friendly, fair, orderly and safe use of the Center.

PLEASE PRINT

Shareholder: \_\_\_\_\_  
First Name Last Name

Address: Bldg. # \_\_\_\_\_ Apt. # \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

User: Family Event \_\_\_\_\_ M.G. Group (enter name) \_\_\_\_\_

If Group-Sponsored, describe event: \_\_\_\_\_

Date: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_ Number Expected \_\_\_\_\_

**RULES**

1. **Maximum Capacity: 75 persons. (Fire Dept. Regulations)**
2. **Hours: 9:00 AM to 11:00 PM. CLOSING TIME STRICTLY OBSERVED.**
3. **Music: Keep at reasonable level at all times.**
4. **Decorations: Do not tape or nail anything to walls or ceiling.**
5. **Signs and Decorations: Do not place outside of building.**
6. **Advertisement: Do not advertise events outside of Morningside Gardens.**
7. **Basement Door: DO NOT KEEP OPEN UNLESS ATTENDED AT ALL TIMES.**
8. **Board Policy: The Recreation Center may not be used for political, religious or commercial purposes.**

**CLEANUP INSTRUCTIONS - PLEASE COOPERATE**

1. **Chairs: Leave stacked against north and east walls.**
2. **Tables: Wipe clean. Fold and Stack against west wall.**
3. **Floors: Leave broom clean. Mop up spills. (Small metal cabinet alongside entrance door contains cleaning equipment.)**
4. **Trash: Deposit all trash in designated containers.**
5. **Lights out. Fans off. Windows closed. Front door – both locks fastened.**

**FEES**

M.G. groups or committees (Camera Club, Players, etc.) - No Fee.  
For shareholder social gatherings for their family and friends - \$25.00 Fee.  
Key Deposit (Refundable): Key must be returned within 24 hours - \$25.00.

I have read the above rules and instructions and accept responsibility for their compliance.

Date: \_\_\_\_\_ Signature of Shareholder: \_\_\_\_\_