

BAY SQUARE CONDOMINIUM

PATIO RESERVATION FORM

Reservation of the patio area requires the prior approval of the Board of Trustees; the request form must be submitted to the concierge staff or emailed to the building manager at least 10 days in advance.

Reservations of the patio are limited to no longer than a 4 hour long period unless otherwise approved by the Board. Gatherings must end by 9 PM on Sunday through Thursday, and by 10 PM on Friday and Saturday. In the event of inclement weather, the lobby CANNOT be used as a substitute location.

The gathering must not include more than 25 people.

Any reservation of the patio does NOT include the pool area.

The usual patio rules for eating and drinking apply - no glass or crockery allowed, and spills should be cleaned promptly.

The patio may not be used for any business or commercial uses. Sales and giveaways are prohibited.

ALL setup and cleanup are the responsibility of the reserving unit - NOT the superintendent. Cleanup should begin immediately after the end of your reserved time slot and conclude promptly.

Above all, please be respectful of your neighbors and keep all noise to a reasonable level. Music is not ordinarily allowed on the patio, so if any is used, be sure that the volume is low enough to avoid disturbing your neighbors. Any requests for a reduction in the noise level must be respected.

Reservation Date: _____

Reservation Time: _____

Expected number of people attending (including your unit's attendees): _____

Brief description of event: _____

Your name/s: _____

Date of this request: _____

Unit #: _____

Contact phone number/s: _____

Contact email: _____