



**ROSETTI PROPERTIES**  
**SHAKER RUN APARTMENTS, INC.**

900 Shaker Run  
Albany, New York 12205  
(518) 452-3044

**CLUBHOUSE MEETING/PARTY ROOM RESERVATION**

Resident's Name: \_\_\_\_\_ Apartment #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Type of function: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_

The Clubhouse Meeting/Party Room shall be considered "reserved" upon completion of the rental contract and the deposit fee of \$100.00 has been paid. The rental fee of \$\_\_\_\_\_ must be paid before the event. The deposit fee will be refunded if the Clubhouse is left in the same condition in which it was provided.

1. The Clubhouse Meeting/Party Room is not to be used for any money making ventures i.e. functions requiring entrance fees (ex. fashion show, fund raising events, etc.)
2. All functions held at the Clubhouse Meeting/Party Room are to conclude by 1:00 am. This room must be vacated and cleaned (carpet vacuumed, tile flooring vacuumed and mopped, all kitchen appliances cleaned, counter tops cleaned, tables cleaned and all trash disposed of in a proper manner) prior to 9:00 am the following day.
3. **NO SMOKING** is permitted in any area of the Clubhouse at any time.
4. Rental of the Clubhouse Meeting/Party Room does **not** include the swimming pool, pool area, or any areas surrounding the Clubhouse.
5. The Clubhouse Meeting/Party Room can not be rented by non-residents of Rosetti Properties. The resident must be in attendance of the function and must remain present at the Clubhouse until all guests leave.
6. Tenant is responsible for bringing and removing any and all items needed to make the event a success. (Dishes, silverware, pots and pans, utensils, trash bags and cleaning materials). The resident and/or guests may not tape or pin any decorations to the Clubhouse walls, ceiling, etc. Decorations/set-up cannot begin until close of business prior to the day of the event
7. Rosetti Properties will not be responsible for any lost or stolen items.

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Signature of Landlord/Property Manager

Date deposit accepted: \_\_\_\_\_ Date rental fee accepted: \_\_\_\_\_ Date deposit refunded: \_\_\_\_\_