



Birchwood Glen Owners Corporation

A Cooperative Community

Community Room Request Form

Name: _____ Apartment Number: _____

Phone Number: _____

Date of Party: _____ *Saturdays 1-9pm & Sundays 1-8pm ONLY*

Purpose: _____ *(No Weddings or Bachelor/bachelorette parties)*

Time: _____ to _____ *Max 5 Hr for Party and 1 Hr for **Mandatory Cleanup***

Total Guests: _____ *Max 135 Guests*

Fee Schedule

Rental: \$275.00 (Non-Refundable)

Deposit: \$100.00 (Refundable after inspection for damages & no rule violations reported)

This Form must be signed and returned to the office with:

Money order for \$275.00 & \$100 deposit check made out to

"Birchwood Glen Owners Corp"

Money Order# _____

Check # _____

Agreement

I hereby acknowledge that I have received a copy of the house rules governing the use of the Community Room in consideration of receipt of this signed application which is hereby acknowledged by resident (s) signature, the resident (s) indemnifies and holds the corporation (Birchwood Glen Owners Corporation) harmless from any liability claims arising for any reason whatsoever out of use of the community room, including any claims that may be brought by the resident (s) guests, caterers or other agents of the resident (s).

Requesting Shareholder: _____ Date: _____

(E-Signature) You understand that your electronic signature is legally binding, just as if you had signed a paper document. Your consent to use electronic signatures and documents applies only to materials related to your request as submitted on this form.

BIRCHWOOD GLEN'S COMMUNITY ROOM RULES AND REGULATIONS FOR PRIVATE RESIDENT USE

As an accommodation to the Residents of Birchwood Glen the Board of Directors made a resolution on July 9, 1992 to permit all residents who reside at Birchwood Glen, Holtsville N.Y. the use of the Community Room for private affairs as of August 1, 1992.

THE RULES AND REGULATIONS:

- a) Requests must be in writing and submitted to Birchwood Glen Owners Corp., 14 Glen Hollow Drive E60, Holtsville, N.Y. 11742 For approval at least 3 weeks in advance of date requested.
- b) The Resident(s) who reserves the use of the Community Room must be in attendance for the duration of the affair.
- c) The Community Room can only be used once per calendar year per unit.
- d) The hours available for private affairs to be held in the Community Room will be Saturdays 1:00 p.m.-9:00 p.m. and Sundays 1:00 p.m.-8:00 p.m. All affairs will be limited to five hours of party time and one hour for clean-up times. No affair shall be longer for any reason.
- e) Any damages resulting from the affair will be billed directly to the resident using the room as per the house rules. (You are required to leave the room in the condition it was before the affair).
- f) The resident(s) will be responsible and liable for all guests actions within the Community Room, and the entire Birchwood Glen Property.
- g) Resident(s) using the room will be responsible for making sure

Initial Here -->

guests arriving by automobile, park in the designated area reserved for affairs at the room. Please park on Glenhollow Drive or in the "D" parking lot by the park. Do not allow your guests to park in the "A" & "C" parking lot. Your deposit will not be returned to you if it is reported to the office that your guests parked in that parking lot.

- h) All persons attending an affair at the Community Room will be required to follow all of the house rules of Birchwood Glen.

COOKING:

- a) No cooking of any kind will take place in the Community Room with the exception of coffee, tea, and other hot beverages. The use of sternos with chafing dishes and microwaves will be permitted. No barbeques of any kind will be permitted.
- b) Resident(s) are responsible for all garbage and recyclables (separated) to be removed and placed in the appropriate containers in the parking lots.
- c) Alcoholic beverages will be permitted in the Community Room during the affair, however the resident(s) using the room must supervise all persons under the age of 21 when alcohol is present.
- d) **THERE WILL BE NO SMOKING IN THE COMMUNITY ROOM. SMOKING IS PROHIBITED AND WILL BE STRICTLY ENFORCED. THE FINE WILL BE \$50.00 PER INDIVIDUAL INCIDENT. (IF 3 PERSONS ARE SEEN SMOKING YOU WILL BE FINED \$150.00).**

PARKING:

- a) Parking for the Community Room shall take place in the Reserved areas only. The reserved areas are along Glen Hollow Drive and in D Court parking lot. There is a parking lot all the way at the end of A & C court. There is a fence around the lot and it has a big "P" on the sign. There is no parking in the side lots of the A & C court parking lots. The only exception to this rule, will allow any person displaying a

valid handicapped permit to park in the A-Court parking lot as available.

- b) Passengers may be dropped off and picked up at the path along Glen Hollow Dr. by the Community Room sign. But guests must move their vehicles to the designated parking areas.

THE FOLLOWING AFFAIRS ARE PROHIBITED IN THE COMMUNITY ROOM ARE AS FOLLOWED:

1. WEDDING RECEPTIONS
2. BACHELOR/BACHELORETTE PARTIES

ANY AFFAIRS OR PARTIES THAT THE BOARD OF DIRECTORS MAY DEEM UNSUITABLE FOR THE SURROUNDING ENVIRONMENT.

PLEASE RESPECT YOUR NEIGHBORS RIGHT TO QUIET ENJOYMENT OF THEIR LIVING QUARTERS.

THESE RULES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.

**BOARD OF DIRECTORS
BIRCHWOOD GLEN OWNERS CORP.**

Birchwood Glen Community Room

18 Glen Hollow Drive
Holtsville, NY 11742

Driving Directions

Long Island Expressway:

Take the Long Island Expressway (RT 495) to Exit 61 (Patchogue Holbrook Road) Southbound
Continue on Patchogue Holbrook Road South approx. 4.0 miles to Buckley Road.
Turn Left (North) onto Buckley road. (1st light after Burger King)
Continue North on Buckley road to Blinking light.
Continue North past blinking light and make first right onto Glen Hollow drive.

Sunrise Highway:

Take Sunrise Highway to exit 52 Waverly Avenue.
Turn Left (North) at traffic light onto Waverly Avenue for approximately ¼ mile to Buckley Road.
Turn Right onto Buckley Road.
Continue North on Buckley road to Blinking light.
Continue North past blinking light and make first right onto Glen Hollow drive.

Security Gate Entry

Gate Operation:

Guests may enter using the middle gate.
Using call dialer box (on your left) scroll down the alphabetical list.
When you reach "CommRm/Pool" Press #.
This will dial the community room and someone will open the gate for you.

Gates are timed for one vehicle only. Do not attempt to "piggy back" the car in front of you.

Parking

Permitted Parking Areas:

Guests may park at the end of the A & C court parking lot past the tennis court marked with a green "P" sign (See Map Below).

Guests may also park anywhere in a marked stall on "Glen Hollow Drive."

Prohibited Parking Areas:

Guests are not permitted to park in the A & C court parking lot between Glen Hollow Drive and the tennis court lot under any circumstances. This parking is for resident use only and is strictly monitored. Should it be reported that a party guest is parking in this area the shareholder using the community room will **forfeit their security deposit**.

Loading / Unloading:

It is understood that the elderly, handicapped or party supplies may need to be temporarily unloaded from a party guest's vehicle. This should be done quickly and the vehicle should never be left unattended.

