



# FAYETTE SQUARE

UNIVERSITY OF MARYLAND, BALTIMORE

## SKYLINE LOUNGE RESERVATION AGREEMENT

**Resident Name:** \_\_\_\_\_  
**Apartment #:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Date of Event:** \_\_\_\_\_  
**Type of Event:** \_\_\_\_\_  
**Time of Event:** \_\_\_\_\_

**Cell Phone Number at which resident can be reached during actual event:** \_\_\_\_\_

It is agreed and understood that the skyline lounge may be reserved by a current resident that is in good standing. Management reserves the right to approve or deny the use of the Skyline Lounge as deemed appropriate.

It is agreed and understood that the use of this room is Monday through Friday from 5:00 pm to 1:00 am and Saturday from 12:00 noon to 1:00 am.

- You may not reserve the skyline lounge for more than 2 consecutive days. If you would like to use the space for more than 2 consecutive days, you may stop into the office on each additional day and if the space is still available at 4:00 pm, you may reserve it for that night only.
- All clean up and trash removal must be completed by 1:00 am
- All those attending the event must depart the lounge by 1:00 am
- All reservations must be made at least three (3) business days before the date of the event.
- Reservations may not be made with or through a Security Guard
- You are responsible for ensuring that the event ends at the designated time
- You are fully responsible for the Skyline Lounge and its contents during the entire scheduled event. If you arrive and find something broken, you are responsible to report that to management immediately.
- You are responsible for the conduct and actions of your guests and event attendees **AT ALL TIMES** while they are in the building.
- You are responsible to make arrangements for your guests to contact you and to escort your guests into the complex and up to the Skyline Lounge. **WE WILL NOT PROVIDE ESCORT SERVICE OR GRANT ADMITTANCE TO YOUR NON-RESIDENT GUESTS.**
- Your guests are not permitted to wander the premises or engage in any activity that disturbs residents in their apartments. Should such a disturbance result in a complaint by a resident, you will be asked to terminate your event and escort any non-resident guests off of the property.
- All areas such as lobbies, study lounges, the fitness center and laundry rooms are off limits to your guests.
- Absolutely **NO SMOKING** is permitted in the Skyline Lounge, the Building or anywhere on the Fayette Square property. This is a non-smoking community.
- You must provide your own trash can and trash bags for your event.
- The restroom, kitchen and appliances are there for your use. All of the facilities must be left as clean as they were when you arrived to the area.
- All furniture must be returned to its original arrangement
- All tables and countertops must be left clean
- Floors must be swept, vacuumed and mopped
- All trash and debris must be removed from the lounge and placed in the trash chute just outside of the lounge (for small, bagged trash and debris) or in the trash room for large debris such as boxes.
- **ALCOHOL IS STRICTLY PROHIBITED IN THE SKYLINE LOUNGE, HALLWAYS, STUDY LOUNGES, LAUNDRY ROOMS, FITNESS CENTER, COURTYARDS AND ANY OTHER PUBLIC AREAS WITHIN FAYETTE SQUARE. ALL LOCAL, STATE AND FEDERAL ALCOHOL LAWS APPLY.**

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