**LUMBER EXCHANGE**

**COMMUNITY ROOM AGREEMENT**

**Community Room Hours**

**Sunday – Saturday 6:00am – 10:00pm**

**The Community Room must be reserved a minimum of 48 hours in advance.**  $100 refundable deposit required.  An additional $50 rental fee is required for non-residents.  Please contact Dakota Commercial & Development office at 701-772-3101 to secure your rental.  The Community Room must be cleaned within an hour after use (unless other arrangements have been made). **NO SMOKING** will be allowed in the Community Room or on the balcony outside of the Community Room at any time.  Resident Manager will post the reservation date and times on the Community Room door so other residents can plan accordingly.  Resident Manager will inspect the Community Room, lock it up after private use, and return inspection sheet to Dakota Commercial.

The deposit (full or partial) will be refunded to you after check out (Contact Dakota Commercial & Development office next business day).

Cleaning of Community Room includes: Garbage removal to the outside dumpster, vacuum/sweep floor, wipe off all tables, chairs, end/coffee tables, countertops, and kitchen area (including refrigerator, stove, microwave, drawers/cupboards). Make sure all furniture is back in its original place, and all doors are closed and secure.

Cleaning charges if inspection is not acceptable:

$15 – Vacuuming/sweeping

$15 – Pick up debris

$50 – Clean kitchen

$50 – Clean upholstery

Community Room reserved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property: \_\_\_\_\_\_\_\_ Apt. #: \_\_\_\_\_\_\_\_

Date of use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Deposit Received $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Signature Management Signature

Community Room reserved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property: \_\_\_\_\_\_\_\_ Apt. #: \_\_\_\_\_\_\_\_

Date of use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checkout Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Management Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cleaning Charges (if any):**

\_\_\_\_\_ Vacuumed $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Orderly $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Kitchen Clean $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Furniture Placement $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Floor Clean Under Furniture $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Clean Under Cushions/Pillows $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Refund Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Returned Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_