

BLUE SKY CENTER COMMON AREA RESERVATIONS

Requests for use of the Winter Garden, cafes, parking lots, and outdoor patio or courtyard areas for any tenant-specific functions must be submitted for Landlord approval with two (2) weeks prior written notice, and requests will be accepted on a first-come, first-served basis.

Certificates of insurance are required to be submitted for any outside parties, and will need to be in accordance with Property-standard insurance requirements. Tenant is also responsible for arranging post-event clean up prior to the event taking place.

During all events, functions and throughout the everyday use of the Campus Common Areas, it is expected that all furniture (i.e. pool tables, ping pong tables, couches, tables and chairs) will be left in place unless prior permission to move or rearrange them is granted. Should permission be granted, all furniture shall be returned to its prior location following the event. All the miscellaneous equipment (i.e. pool cues and balls, ping pong paddles and balls, etc.) shall be returned to their proper location after use.

**NETWORK DRIVE
COMMON AREA RESERVATION**

Date:

Location:

Start Time:

Duration:

Host of the event:

Phone number:

Email:

Number of people attending:

Catering: Yes / No

Caterer:

Alcohol served: Yes / No

Supplying the alcohol:

Serving the alcohol (must be licensed/insured bartender):

Any Entertainment:

Special Items setup (furniture, etc.):

Who will complete setup?

Who will return items to original location?

When will items be returned to original location?

Clean-up:

Who will complete clean-up?

When will clean-up be complete?