



OCEAN HOUSE RULES AND REGULATIONS

Great Room Reservation Request Form

Owner Request

Fill out this form, enclose it with a check for \$100.00 made out to the Ocean House Condominium Association, and drop it in the Ocean House Office mail slot on the second floor by the elevator or mail it to:

Ocean House Condominium Association
PO Box 1260
York Beach, ME 03910

Owner's Name _____ Unit _____

Date Requested: _____ Time: _____ to _____

Approximate Number of People _____

The Great Room may be reserved by any owner in good standing. It requires a \$100.00 deposit that is refundable after the room has been inspected by a person designated by the Board. Any damage that exceeds the \$100.00 will be billed to the owner.

Note: A clear pathway from the back to the front of the room must always be maintained.

Approval of Request by Ocean House

Condo Association Approval _____ Date _____

If approved, this form will be sent back to the owner so the inspection can be recorded.

Owner Inspection and Signature

The owner should inspect the room prior to using it, and note any deficiencies (stains in rug, damaged furniture, etc.) below and sign and date the form:

Owner Signature _____ Date _____

After inspection of the room by owner, this Form should be dropped in the OH Office mail slot on the second floor next to the elevator.

Ocean House Inspection and Signature

_____ No damage. Return the \$100.00 deposit. Or _____ The following damage was found and needs to be addressed:

OHCA Signature _____ Date _____