



MUSEUM TOWER OWNERS ASSOCIATION

550 Front Street
San Diego, Ca 92101

619.533.7960
Fax: 619.533.7964

Amenity Room Reservation Form

Unit Owner Name: _____ Date Requested: _____

Unit number: _____ Times requested: _____

Rules for use of the Amenity Room:

This area is for the enjoyment of all Pinnacle Museum Tower residents, generally on a first-come, first-serve basis. However, residents who wish to entertain more than 8 guests may make arrangements to reserve the lounge.

The reservation must be made with the concierge at least one week (seven days) prior to the event. **The Amenity Room may not be reserved on legal holidays, super bowl Sunday or Academy Awards night.**

A printed guest list must be provided to the concierge within 2 days of the reserved date and the guest list must be limited to a maximum of 25 persons. Please note that the lounge is not intended for use by business, corporate or civic organizations and residents may not make a reservation in their name to provide space for these organizations. It is requested that all forms and documentation be turned in at least 48 hours prior to the start time of the reservation to ensure confirmation.

A refundable \$250.00 deposit and a non-refundable \$35.00 nominal use fee (please make both checks payable to Pinnacle Museum Tower HOA) will be collected at the time the reservation is made and the form is completed. The refundable deposit will be returned when the Facility Director inspects the area and is satisfied that it is clean and undamaged. The host is welcome to accompany the manager on this inspection. Any damage or cleanup costs associated with the event will be deducted from the \$250.00 deposit check.

Hours of use are limited to no later than 10:00pm Sunday through Thursday evenings and 11:00am on Friday and Saturday. Music of a reasonable volume is allowed, but if music is used the lounge doors must be kept closed at all times as a courtesy to any adjacent homes. If a **tent** is used on the patio, it must be kept 10' away from the BBQ grills.

Social gatherings of 8 or fewer persons in the lounge will be on a first-come, first-serve basis and are not subject to deposit requirements. Resident hosts, however, are expected to clean the area they use before leaving as a courtesy to their neighbors.

HOA events that are open to all residents are not subject to the above noted rules.

Signed: _____ Date: _____
(UNIT OWNER)

This portion to be completed by Management

Confirmed date of reservation: _____ Checks rcv'd _____

Confirmed time of reservation: _____ Guest List rcv'd _____