

RTH Policy

Use of the Flynn Kitchen for Private Resident Events

Guidelines and Procedures

RTH residents may reserve the Flynn Kitchen for private functions on Saturdays and Sundays on a first come, first served, as available basis. Residents must adhere to the following guidelines:

- The resident must speak with the Community Events Coordinator to find out if the room is available. The resident must fill out the following information:

Type of Event: _____

Date Requesting Room: ____/____/____ (Saturday/Sunday)

Time: From _____ To _____ Number of Guests: _____

- *Only RTH Head of Household residents, 21 years or older* may reserve the use of the Flynn Kitchen.
- RTH will be harmless and the resident will be fully responsible from any claims which may arise to persons or property as a result of using this space.
- Alcohol may not be served at any function held in the Flynn Kitchen.
- The room must be booked at least two weeks in advance although one month notice is preferred. The room can be used for up to four hours at a time and all functions must end at 10:00PM.
- Security will be notified by the Community Events Coordinator that the resident will arrive at the Security post in the lobby of Levinson at a certain time to request admittance to the Flynn Kitchen. No resident will be given a key to the Flynn Kitchen under any circumstances.
- RTH requests a refundable \$25. deposit for each function. *You must pay with a check or money order only. All funds must be submitted to the Controller's Office at 11 New Whitney Street – The Neville Building. Cash will not be accepted under any circumstances.* A receipt will be provided, and the deposit may be returned only upon approval of the Controller's Office. If there are no damages, the Controller's Office will return the \$25 to the resident within one week of the event. If there are damages, the Special Events Coordinator will contact the resident to discuss the repairs and/or replacements that would need to be made and notify the resident that his/her deposit will not be returned.
- RTH does not provide parking for guests of an event.

- During the time of an event, only the guests of the event will be allowed to enter the space.
- Nothing that belongs in the Flynn Kitchen or any other area of the Flynn Building should be removed for any reason.
- Do not use tape, tacks, staples, etc... on the walls or ceiling of the Flynn Kitchen.
- All furniture must be moved back to its original place when the event has ended.
- The resident has the responsibility of cleaning all areas that have been used by themselves or their guests. *The room must be left the way it was found.*
- The Flynn Kitchen will not be used for fundraising events of any kind.
- All events must be held in honor of RTH residents.
- If Security receives any complaints of loud music or rowdiness, they have the right to stop the event immediately.

If any of these rules/policies are broken, it will jeopardize your eligibility to use the Flynn Kitchen at other times.

I, the undersigned, am an RTH resident. I understand and agree to abide by these rules and procedures.

Signature (person responsible for event)

Date

Printed Name

Address

Telephone Number