

POLICIES FOR MUSIC AND THE USE OF THE PIANO

Call Music Committee for permission to use the piano

Due to the absence of appropriate sound insulation, the host reserving the Social Room should consult with the Music Committee about the suitability and placement of musicians before arranging for music at the event.

No objects of any kind (cups, glasses, plants, flower arrangements, etc.) may be placed on the piano.

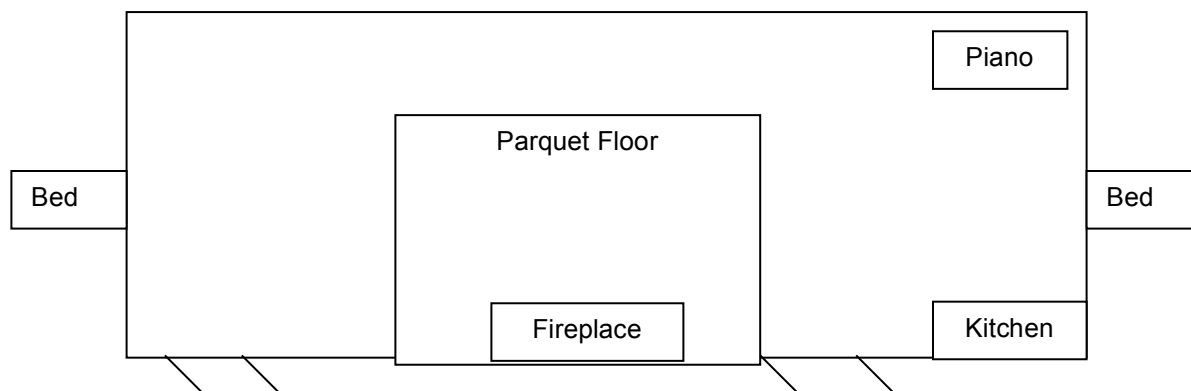
Leave the piano cover in place during parties unless the piano is to be used.

If the piano will be played during a social event, it needs to be moved away from the southwest corner of the room and toward the parquet floor area. If assistance is needed, the maintenance staff will move the piano without charge for a condominium committee sponsored event; for private parties, a charge is made. However, the piano is not to be moved for practices. Instructions to move the piano should be given when work orders are placed with Site Manager.

The piano and other music can be clearly heard by those in adjoining Units. It would be considerate to alert residents on either side of the Social Room (Units 301 and 302) as to when and by whom it will be used-for private parties and / or for practice before a concert.

Only competent pianists should use the piano. Call Music Committee for permission to use the piano.

The sponsoring resident of a private event is responsible for following these policies and will be held responsible for any damage.



Music groups, such as quartets, bands and others should perform in front of the fireplace since the lack of insulation combined with holes in the ceiling for recessed lights allow the transmission of sound.

CHECK LIST FOR CLEAN UP OF 1666 COFFMAN SOCIAL ROOM

The following checklist reflects specific expectations for cleaning up the Social Room following private parties by a homeowner.

Kitchen

1. Wash dishes, flatware, and glassware using the dishwasher.
2. Return cups, dishes, and silver to designated spaces in cupboards and drawers. Remove any articles not belonging to Social Room kitchen.
3. Hand wash and dry large utensils, such as punch bowls and stock pots.
4. Hand wash, dry, and polish the coffee maker.
5. Remove your food from the refrigerator.
6. Clean and dry counter tops, stove, refrigerator, and sink.
7. Sweep kitchen floor. Use sponge mop for spills and spots. Clean mop and empty mop pail in bathroom.
8. Bag trash and dispose of bag(s) in trash chute. (Supply of bags is in drawer on west wall. Recycle if possible.)

Social Room

1. Sweep parquet floor. Wipe up spills on furniture and floor.
2. Use carpet sweeper to clean carpeted areas. (Sweeper is in coat/storage closet.)
3. Sweep the hearth if fireplace is used. Maintenance will clean the fireplace itself.
4. Wipe tables or dust surfaces as needed.
5. Restore chairs, tables, and sofas to their pre-party positions. (Furniture arrangement plan is on coat/storage closet door.)
6. Fold up tables and replace in coat/storage closet.
7. Replace stacked chairs in east wall storage and along west wall. **(DO NOT LIFT THESE CHAIRS BY THE ARMS.)**
8. When cleaning up, move and replace furniture, especially the chairs, as quietly as possible. The East and West walls of the Social Room abut the headboards of beds in the master bedrooms in the adjacent apartments and the bumps are very disturbing.

Resident's Responsibility

1. Note and report in writing to the Site Manager broken, damaged, or missing items.
2. Seek advice on dealing with stains on carpets or upholstery.

Clean-Up Help Available

For residents who prefer to hire cleanup of the Social Room, this service is available from the management company for a fee. This does not include dish washing or cleaning the kitchen.