

Application for renting Community Center

Application No. CCR _____ (For Office Use)

I, (Name) owner of Flat No.....want to take on rent CC Floor GR No. from/....., 202... to/....., 202... for organizing my (Rent Purpose). I confirm the total no. of invitees is I confirm that I have no pending dues towards the association and therefore request you to book the CC / GR against my name for a rent of INR and security deposit of INR for the mentioned date/s.

Declaration To Follow Rules During Function

1. I understand that the check-in and check-out time for Community Center (CC) is from **7:00 AM to 12:30 AM** (next day) and Guest Room (GR) is from **11:00 AM to 10:00 AM** (next day) respectively
2. I understand that the CC / GR must be vacated by me, my vendor and my guest within stipulated time as mentioned above. In case of failure I will be charged for an extra day.
3. I understand that electricity should be drawn from the respective sub-meter in CC and the charge would be on actuals to be paid by me while releasing the premises. I will not use any connection from the common area at any time.
4. I understand that the electricity charge would be INR 10/unit. I have to note the meter reading while occupying and releasing my rented floor along with KV2K supervisor/office admin/electrician. I understand that the generator connection would be available for CC in case of power outage; however external lighting is not allowed to be put on the genset.
5. I understand that the sound box can be used between **10 AM to 1 PM** and **6 PM to 10 PM only**
6. I understand that the use of sound box is allowed only within the CC and respective rented floor and **no sound box should be placed outside the gates of the CC**
7. I understand that the sound box must be placed facing the guest within CC only and **no sound box would be facing the community**
8. I understand that the volume of sound box must be within the sound limit and must be lowered / stopped in case of any complain / exam time
9. I understand that I am responsible for cleaning the CC / GR after the function as I have received, and my **security deposit would be forfeited** if I fail to do so
10. I understand that any damage to the CC / GR which happens due to negligence of my own, my vendors or my guests would be recovered from me
11. I understand that **alcoholic beverages are not allowed** in CC / GR
12. I understand that I am responsible for the conduct of my guests. I understand that I and my guests have to follow and abide by all rules and regulations as mentioned in the **bye laws of Kendriya Vihar Phase – II, Kolkata**
13. I understand that the pandal on the lawn would be at least 20 Ft away from Block B2 in all sides ensuring free movement of pedestrian and vehicles and I ensure that no roads should be blocked from any side.
14. I understand that the central ground cannot be used for any kind of structure whatsoever.

I hereby declare that the below mentioned candidate is my immediate family member ** and I would abide by the above rules and regulations of the society and would use all resources responsibly.

Name of candidate:

Address of candidate:

Relationship with owner:

Yours faithfully

Date:

**** Spouse, parent, grandparent, children, grandchildren, sibling, spouse's parent, spouse's grandparent, spouse's siblings.**

Booking Confirmation / Rejection Receipt

To,

Mr. / Ms. _____

Flat# _____, Kendriya Vihar Phase II, Kolkata

Sir, Madam

In reference to your Community Center Rent Request CCR-_____ dated _____, I assume that you have clear understanding of the rules and regulations of KVIAOA as mentioned in your application form. As per association records, it is found that there are DUES / NO DUES towards your apartment.

You are requested to clear off your dues or produce valid receipt if you have already paid and freshly apply for renting the community center / guest room.

Therefore, your application is **APPROVED / REJECTED** .

Date: _____

[President, Board of Managers]
[Kendriya Vihar II Apartment Owners' Association]
[Reg. No. **000712019 of 2019**]

Refund of Security Deposit

Mr. / Ms. owner of Flat No.: had booking of the Community Center (CC) / Guest Room (GR) against his / her name as per Application No.: CCR_____.

He has left the premises clean and tidy with no damage to the property. He has also deposited the electricity usage charge as metered, therefore the security deposit may be refunded in full.

It is found that the CC / GR is cleaned / not cleaned to satisfactory and therefore INR to be deducted from the security deposit as a fee for cleaning purpose and INR to be refunded.

It is found that electric usage charge of INR is pending against your booking and the amount shall be deducted from the security deposit and INR to be refunded.

Date:

[Officer, BoM]
[Kendriya Vihar II Apartment Owners' Association]
[Reg. No. 000712019 of 2019]