

HARBOUR RIDGE - ELEVATOR RESERVATION FORM

SUBJECT: Elevator Reservation Policy

LOCATION: **Third Elevator, located in the Harbour Ridge 2nd Floor Parking Deck**

RESERVATION: Notify the Resident Manager or Assistant Manager during office hours. Cancellation must be made at least 3 hours prior to reservation time. **A security deposit of \$50.00 is to be paid with your reservation, payable by CASH or CHECK.**

POLICY GUIDELINES

1. You cannot use the Elevator unless you have made reservation through the Harbour Ridge Office.
2. If you do not pay the deposit within 2 days you will be removed from the Reservation List.
3. Your deposit may be kept if damage is found in the Elevator, Floor, Ceiling, Walls, and any Common Areas.
4. The time for the Elevator is **9:00 AM - 4:00 PM ONLY, Monday – Saturday**. The padding in the Elevator is removed at 4:00 PM. **You cannot move any items in the building past 4:00 PM.**
5. There is **No Moving Allowed on Sunday or Holidays.**
6. All moving must be done on the **2nd Floor Parking Deck**. Nothing can be moved through the 1st floor Lobby.
7. Moving trucks must park in the **Designated Loading Zone** at the bottom of the parking ramp.

Anyone who does not comply with the policy may forfeit privilege for future use of the facility, forfeit all security deposits, and be subject to citation resulting in additional fines.

APARTMENT #: _____

RESERVATION DATE(S): _____ TIME: _____

REASON FOR ELEVATOR USE: **MOVE-IN / MOVE-OUT / CONTRACTOR USE / DELIVERY**
(CIRCLE ONE)

FULL NAME: _____ PHONE #: _____

SIGNATURE: _____ TODAY'S DATE: _____

FOR OFFICE USE ONLY

DATE DEPOSIT PAID: _____ PAYMENTS RECIEVED: _____

SIGNATURE OF DATE DEPOSIT
DEPOSIT RETURN: _____ RETURNED: _____