

## Community Centre Booking Policy

*Approved by the membership on August 28<sup>th</sup>, 2006*

*Amended by the board on: August 21, 2012*

*Approved by the membership: November 29, 2012*

1. Members may reserve the Community Centre for parties, meetings or other purposes subject to this Policy. A rental agreement must be signed and the damage deposit must be paid before the rental of the room is confirmed.
2. Non- members may reserve the hall upon approval of the Board of Directors, but will be subject to a charge of \$25 plus the deposit.
3. The deposit fee for renting the Community Centre is **\$50.00**. The deposit must be paid to the office at the time of the booking. The Community Centre will not be considered reserved until all fees are paid. The deposit will be given back if the Community Centre is found to have been cleaned to the Co-op's satisfaction. A representative of the Co-op will inspect the Community Centre before and after the function (during regular office hours). The room must be cleaned immediately after the function, unless special permission has been granted by the office or board. The representative will decide whether the \$50.00 refund will be applicable. If damages exceed the deposit, the person signing the rental will be responsible to pay the extra costs.

Persons renting the Community Centre are responsible to ensure:

- i. That the tables and chairs are not slide or dragged across the floor.
  - ii. That any decorations are fixed with painters tape or masking tape only.
  - iii. Sweep and mop the floors, including the kitchen and bathroom.
  - iv. Wipe down all tables and return to original location.
  - v. Clean stove top, under rings and oven if used or anything spills.
  - vi. Wipe down stove fan.
  - vii. Wipe down microwave outside and clean inside if there are any spills or splatters.
  - viii. Wash coffee pot and tea pots; if used.
  - ix. Wipe counters with hot water & soap.
  - x. Clean sink with disinfectant cleanser and rinse out well. Dry with paper towel.
  - xi. Wipe down front of all cupboard doors with soap and water.
  - xii. Remove all food from fridge and freezer belonging to your event. Any food left will be disposed of.
  - xiii. Wipe outside of fridge with warm water and soap and dry off with towel.
  - xiv. Wipe inside of fridge and freezer if used and/or something spilled.
  - xv. If using the dishes or pots & pans, wash them in hot water and soap, dry and put them away in appropriate place.
  - xvi. Wipe down bathroom countertop, sink and sanitize toilet.
  - xvii. Empty all garbage and recycling and dispose properly in the bins by shed.
  - xviii. Wipe down top of garbage pail and recycling container with soap and hot water.
  - xix. Wipe down walls if you splash or spill anything on them.
  - xx. Make sure supply room is left neat and tidy.
  - xxi. Make sure all doors and windows are closed and locked.
4. The person signing the rental agreement will be responsible for the conduct of the people attending the event and for all damages resulting from the event. This includes in the Community Centre and on the



Co-op property. At events at which the majority of participants are either non-members or not of the age of majority, the person signing the rental agreement must be present for the entire time.

5. The person signing the rental agreement will be responsible for ensuring that participants at the function are properly parked in the designated visitors' area and that the No-Smoking Policy is adhered to.
6. Consideration of the other members in the apartment block and in the Co-op must be given. All loud noise should cease after 11:00 pm. The event must be over by 2:00 am.
7. The rental of the Community Centre may be for alcoholic functions providing that those attending the function are at the age of majority, a special event permit and additional insurance coverage is obtained and providing that any applicable liquor laws are adhered to. All alcohol consumption must be confined to the room. Proof of permit and insurance must be provided to the office prior to the function.
8. The Community Centre may be rented for group or Committee meeting at no charge as long as one Member of the Co-op is a member of the group, or upon consent of the Board.
9. The Board may waive the rental fee for persons or groups at any time.
10. Usually the rental of the Community Centre will be on a first come basis, except when a Co-op Committee activity takes precedence.
11. Following advice from the office or any other Member, the Board may direct the office to refuse any Member or other person or group the use of the Community Centre for any future event if the person or group has abused or damaged the property at a previous function.
12. The legal limit is 54 people (if using tables and chairs) or 80 people (if using chairs only).
13. Members may also reserve the tables and chairs for events that require more seating in the members unit (at no time are you able to remove these items off Co-op property)
14. A refundable deposit of \$50 is required for the use of any chairs or tables. The items must be returned cleaned and in good condition. A representative of the Co-op will inspect them before and after they are used.



**Co-operative d'habitation Aile-Nord Inc.: Community Room Rental Agreement**

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**Date & Time of Function:** \_\_\_\_\_

**Person Responsible for Function:** \_\_\_\_\_

**Function Type:** \_\_\_\_\_

**Re: Rental of Co-op Community Centre and Tables & Chairs**

I, the undersigned, hereby undertake to assume all responsibility and liability pertaining to the use of the Co-op Community Centre, its equipment and furniture.

I, hereby agree to pay the \$50.00 deposit which will be refundable, if the room has been cleaned to the Co-op's satisfaction and/or the tables and chairs are returned in clean and good condition.

I, the undersigned, have read and understand the Community Centre Booking Policy. It is hereby agreed that the rules and regulations contained in the Policy as well as any others noted in any addition to the agreement are binding upon me.

\_\_\_\_\_

*Signed*

[ ] I am borrowing \_\_\_\_ tables and \_\_\_\_ chairs to use in my unit on \_\_\_\_\_ (date & time) and will return them on \_\_\_\_\_ (date & time).

\_\_\_\_\_

*Print name*

\_\_\_\_\_

*Date*

