

BRITANNIA GLEN CO-OPERATIVE HOMES INC.

Use of the Party Room Policy

Date Approved by the Board: March 24, 2010

Date Confirmed by the Member: _____

1. PREAMBLE

The party room is intended first and foremost for those activities, which serve all of the members of the Co-op, and this intent is reflected in the priorities for its use.

2. PRIORITIES FOR USE

The following activities are listed in descending order of priority:

- a. Meetings of the General Members to carry out Co-op's business and operation.
- b. Activities and celebrations of the General Members.
- c. Special activities and functions of Co-op committees.
- d. Individual members' private functions
- e. Activities of other co-operatives or organizations with objectives similar to those of Britannia Glen Co-op.

3. TERMS AND CONDITIONS OF USE

- A. The member(s) signing the release, waiver and indemnification agreement and the use agreement must be in attendance at all times.
- B. The Party Room is not to be rented to private persons outside of Co-op members, however at the discretion of the Board of Directors, it may be rented to other organizations.
- C. Scheduling of use will be made thru the Co-op office, which will be accountable to the Board of Directors. The Board reserves the right to refuse any request for use of the premises which is considered to be inappropriate.
- D. All individuals and groups participating in activities in above do so on the understanding that the Co-ops' property and environment are to be treated with respect at all times. It follows that users must be considerate of the comfort and convenience of residents of the buildings.
- E. Groups and individuals referred to in Priorities 2D and 2E will be required to pay a \$75.00 rental fee, pay a \$100 damage deposit and sign a Co-op party room agreement and schedules. The deposit will be refunded only if the premises are left in the same condition of cleanliness and good repair in which they were found.
- F. Scheduling of use will be made thru the Co-op office.
- G. Visitors should be advised of the locations of Visitors' Parking and the Co-op's Parking Policy. Guests should be also be advised of other applicable policies and by-laws.

H. Only members in good standing are allowed to rent the party room. If the member(s) is currently in arrears they will not be allowed to rent the party room. If the member(s) has arrears but has entered into a repayment agreement and the agreement is considered to be in good standing then the member will be allowed to rent the party room.

4. RULES OF CONDUCT

A. Windows and doors to the party room will remain closed.

B. No music may be played after 11PM. The party room must be vacated by **11:00 P.M. on Sunday nights. Friday and Saturday** nights the party room must be cleaned and vacated by **12:30 A.M.**

C. The maximum number of people in attendance will be in keeping with the Building code:

- Space with non-fixed seats (moveable)90 people
- Space with seats and tables.....70 people
- Standing space.....170 people

D. Guests are restricted to the room being rented which includes the washroom facilities.

E. No one shall congregate outside the entrances or exits of the building.

F. Members must ensure that the Co-op's parking policy is not violated. Cars parked illegally will be ticketed and/or towed.

5. VIOLATION OF THE POLICY

If the user fails to abide by the by-laws and this policy;

- (i) The Board of Directors may invite the responsible member(s), organization, and or committee to appear before them at a Board Meeting to explain why their rental privileges should not be revoked.
- (ii) The Board of Directors will give authority to the Security Guard on duty as well as the On-call member on duty, at their discretion, in the event that they believe that there has been any breach of the conditions, including but not limited to injury, damage, or unruly behaviour occurring in the or around the Party room arising out of the use contemplated herein have the authority to terminate the Use Agreement without further notice to the User.
- (iii) All breach will be dealt with by the Board.

Passed by the Board of Directors of Britannia Glen Co-operative Homes Inc. at a meeting properly held on March 24, 2010

Secretary

President

**BRITANNIA GLEN CO-OP
PARTY ROOM RENTAL AGREEMENT**

BETWEEN: BRITANNIA GLEN CO-OPERATIVE HOMES INC.

AND:

Name: _____ Unit # _____

WHEREAS the

It is agreed that the Member/s named above shall have the use of the Co-operative's Common Area,

On: _____ from: _____ to: _____

Event: _____ # of people attending: _____
(Maximum 35)

of chairs needed: _____

of tables needed: _____

It is further agreed that the above-mentioned Member/s undertakes to be responsible for any damage caused by participants in the meeting/party to Co-op property during the times stated above. It is further agreed that the Common Area used will be left in a clean and orderly state and that chairs, tables and other Co-op equipment used by participants in the meeting/party will be returned in good condition to their designated location in the building.

The Co-op shall not be liable for any injury suffered by participants in the meeting/party or for any damage to participant's property.

A cheque or money order for \$75.00 to cover the cost of the room rental must accompany the application. \$100.00 Cash deposit must also be submitted with the application and will be held until the facility has been inspected after the event. If extra cleaning or repairs are required the cost of cleaning/repairs will be deducted. The balance will be returned to the member. If the cost of cleaning/repair exceeds \$100.00 the user will be liable.

I have read and agree to the conditions and rules outlined above and in the "Common Area Guidelines".

Member Signature

Date

Co-op Representative
For Office Use Only

Date

Rental cheque/cash received
Rental cheque/cash deposited

Cash Deposit received
Cash Deposit returned

Rules of Conduct

1. **Private parties must have a member in attendance for the period of the rental.** The maximum number of non-members at any private function shall be **35**, unless prior permission to exceed this number is obtained. Windows and doors will remain closed.
2. **No music may be played after 11:00 P.M. Music will not be played at a level which affects the surrounding units enjoyment of their home.**

3. Nothing is to be attached on the walls of the room being rented. (No tape or thumbtacks)
4. **NOTHING is to be attached to any of the doors or windows of the party room as it is a fire hazard.**
5. Guests are restricted to the room being rented which includes the washroom facilities.
6. Food and beverages are restricted to the room being rented.
7. No one shall congregate outside the entrances to the building.
8. Members must ensure that the Co-op's parking policy is not violated. Cars parked illegally will be ticketed and \ or towed at owners expense.
9. No smoking is allowed in the party area.
10. **Weeknights and Sundays** (except where the next day is a statutory holiday) the meeting room must be cleaned and cleared by **11:00 P.M. Friday and Saturday** nights the facility must be cleaned and vacated by **12:30 A.M.**
11. Failure to abide by these rules of conduct and the terms of the agreement signed by the Co-operative and the user will result in future booking requests being refused.

I have read and agree to abide by the Rules of Conduct outlined above,

_____ **Date:** _____
Member Signature

_____ **Date:** _____
Co-op representative