

MIMICO CO-OPERATIVE HOMES INC. RECREATION ROOM BOOKING FORM

PLEASE NOTE all sections must be completed along with a cheque (dated for the event date) for \$100.00 must be attached before acceptance of booking. Also, a cheque (dated two weeks prior to the event) for \$50.00 will be donated to the Social Committee for future Co-op events. Your deposit cheque of \$100.00 will be returned, after the room has been inspected and there are no reported damages

NAME: _____ UNIT #: _____

EVENT DATE: _____ START/FNISH TIME: _____

DESCRIPTION OF
EVENT/ACTIVITY: _____

I have read and understand the Recreation Room use By-law #23, and agree to abide by the rules and regulations, concerning use of the Recreation Room as described in the attached.

I further understand the following:

1. I am responsible for arranging the pick-up of the Recreation Room keys with the On-call person. **I will arrange with the On-call person to check the Recreation Room with me before and after the event.**
2. **NO TAPE** of any kind is allowed on the walls or ceiling. **TACKS ONLY!**
3. I understand that **I MUST** report immediately to the office or On-call any damage done by my event. Any unreported damage or repairs will be deducted from my deposit and/or charged back to me.
4. I understand that failure to abide by these rules may result in loss of privilege to use the Recreation Room as follows:
 - (a) A member who is charged with a complaint that is deemed to be in conflict to the conditions set out in rules for use of the recreation room will lose their privilege for one (1) year on first offence .
 - (b) A member charges with a second complaint that is deemed to be in conflict to the conditions set out in the rules will be fined \$100 and lose their privilege permanently.

MEMBER'S SIGNATURE: _____ DATE: _____

CO-OP'S SIGNATURE: _____ DATE: _____

NOTE: Please return this page with cheques. The attached page is for Members' use.

OFFICE USE ONLY

Deposit Cheque Received _____ Deposit Cheque Returned _____

Donation Payment Received _____ Room Insp. Completed _____

RULES FOR USE OF THE RECREATION ROOM

1. Music **MUST** be turned off and Room cleaned and vacated **by 11:00 p.m.**
2. All fire and safety regulations must be followed. (**Posted in Recreation Room**)
3. **All LLBO** regulations must be adhered to and no illegal drugs or activities are permitted.
4. One adult member (**over 18 years old**) **MUST** be present for every 10 persons under the age of 18, providing supervision at all times.
5. Members **MUST** ensure that they and their guests do not interfere with the rights of other members to enjoy the quiet enjoyment of their units.
6. All activities **MUST** be confined to the immediate area of the Recreation Room. **Members, guests, youths and children may NOT wander the hallways, smoke in the stairwells, remove any Co-op property from the building etc.**
7. Members sponsoring an event **MUST** respond promptly and politely to complaints from members or On-call concerning noise or other matters related to the event.
8. Speakers **MUST** be raised off the (**small home stereos only**) floor and volume of the music set at a moderate level, not to be heard outside the 2nd floor. No live musical bands are allowed.
9. Members are responsible for returning the Room to a clean and orderly condition following an event. This responsibility includes the following items:
 - Clean stove and refrigerator of any cooking mess or spills.
 - ALL floors including main room, foyer of second floor and washrooms are to be swept and if a mop and bucket is required for a spill you are to call On-call for the necessary equipment.
 - **Garbage must be securely bagged and properly disposed of. Recycling must be taken to the recycle shed. Compost must be taken to the green compost bin outside.**
10. Cleaning **MUST** be completed by 10:00 a.m. the morning following the event. If the room is being used the next morning, cleaning **MUST** be completed earlier and checked by On-call.
11. I understand that I will be responsible for all equipment while I am in possession of the Recreation Room keys and will notify On-call immediately if there is any damage to the room or equipment.
12. I understand that the room will be checked for noise level by staff/on-call at some point during my function.
13. **I understand that I MUST call On-call five minutes before I am ready to hand over the key at the end of my event and that a post event inspection will take place.**