

**PAT WHYNOT SOCIAL ROOM RENTAL POLICY**

RENTAL AGREEMENT FOR PAT WHYNOT SOCIAL ROOM {PWSR}

This agreement is between: Main-Gerrard Community Development Co-op, Inc.

And \_\_\_\_\_ Hereinafter called 'the user'

Address: \_\_\_\_\_

Contact Telephone # \_\_\_\_\_

Date of event/use of PWSR: \_\_\_\_\_

Between the hours of: \_\_\_\_\_

I want to use the PWSR to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maximum Number of people expected: \_\_\_\_\_

Rental fee: \$ \_\_\_\_\_ (nonrefundable, if applicable)

The user understands that the use of the room must be in accordance with the attached Patricia Whynot Social Room Policy. By signing this form, I/we agree that we will be bound by this Policy and by all applicable laws governing use. Further, I agree to reimburse the co-op for any repairs or cleaning or any other costs associated with my renting this room. My signature on this document indicates that I understand my obligations and agree with them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

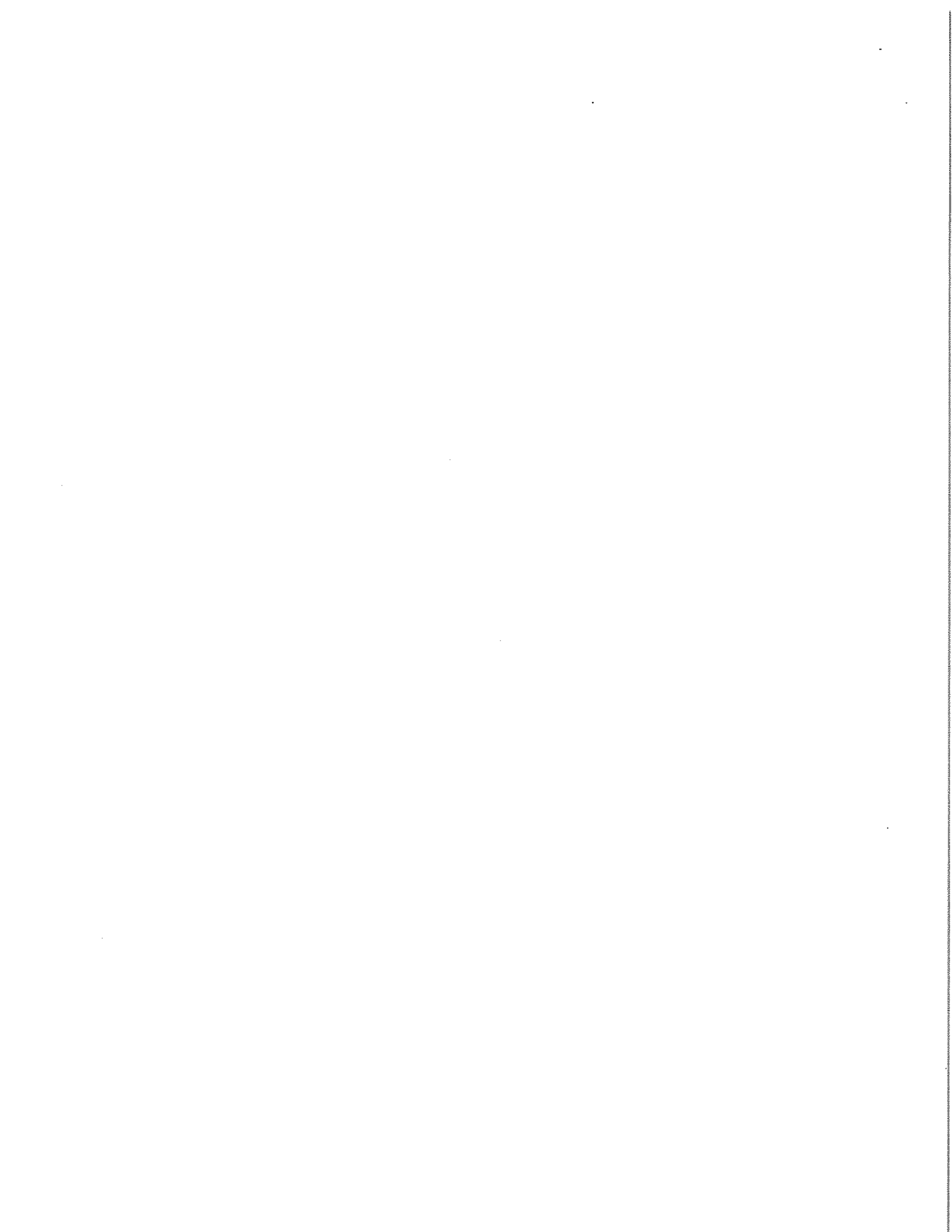
The user

The Co-op hereby agrees to rent the PWSR to the user for the date and activity described above. The Co-op undertakes to complete any repairs and/or cleaning in the most effective and reasonable fashion.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If used, KEYS ARE TO BE RETURNED TO THE OFFICE MAILBOX AT 180 Main St, immediately following the event.

**\*Return this page to the office and keep the policy and clean-up checklist\***



## **PAT WHYNOT SOCIAL ROOM RENTAL POLICY**

The Pat Whynot Social Room is used primarily as a meeting room for the general members, Co-op committees and other Co-op meetings. When not in use for any of these purposes, it may be rented for other purposes.

The Pat Whynot Social Room for the purposes of renting is defined as the main room, the kitchen, the bathroom and the adjacent garden.

### **A General Rules**

1. The Co-op reserves the right to refuse any private booking
2. Anyone who has booked the room in the past and not cleaned it up as per the requirements will not be allowed to book the room for free again.
3. Rentals may not be for any illegal purposes or breach the Ontario Human Rights Code.
4. The Co-op shall not be liable or responsible for any illegal activities, personal injury or loss of articles by anyone during the rental period.
5. Capacity at any event is limited to the fire code number.
6. Damage will be evaluated at replacement or repair value as determined by the co-op. The cost of cleaning and/or damage will be charged to the renter.
7. All private bookings, whether by members, tenants or outside individuals or groups, must be done by completing the rental agreement form.
8. Rental fees must be paid at the time of booking.
9. All events must lower their music by 11pm and end by 1am.
10. No decorations are to be fastened to or hung from the fire sprinkler heads in the room.
11. Tape is not to be used for hanging decorations. Maintenance prefers that you use tacks to walls or ceiling. Do not adhere anything to the light fixtures.
12. Children under the age of 12 are not permitted to use the social room without a parent accompanying them.
13. Air conditioners should not be used in the winter time. If being used, the back door toward the garden must be closed.

### **B. Renter's Responsibilities**

1. If needed, the renter must arrange to pick up the key from the office before the rental and drop off the key in the office mailbox, at 180 Main St after the event.
2. The renter is responsible for all actions by anyone attending the private event.
3. The room must be cleaned up, garbage/recycling taken out, dishes done, floor sweep and washed, all decoration removed, (as per the clean-up checklist).
4. The event must end at the specified ending rental time or by 1am.
5. The renter must be present for the duration of the event.

### **C. Rental of the room by a member**

1. Any individual member may rent the room for private functions when room not in use for above mentioned activities.
2. The rental rate for members is a nominal fee of \$30.00 Friday and Saturday evenings and Statutory holidays. Individual members will not be charged for any other bookings.

3. No damage deposit will be charged. However, after the inspection any damage or cleaning the member is to be held responsible for will be added to the members account and considered arrears.
4. Members must sign the rental agreement for all bookings.

#### **D. Rental of the room by business or organization**

1. Any organization wishing to rent the space on a one-time basis must be approved by our Co-op staff.
2. Any organization wishing to rent the space on a regular basis must be approved by the board of directors, however this approval will stand for any future rentals, provided they are not in violation of this policy.
3. The rental rate for businesses or organizations is \$ 75.00 Monday through Thursday, \$100.00 Friday through Sunday. This fee may be waived or reduced for charitable purposes and/or for our commercial tenants. Staff may waive the fee for one-time rentals. For recurring rentals, the board must approve waiving the fee.
4. A damage deposit of \$125.00 will be charged. This must be paid with a cheque made payable the Co-op. Regular renters may keep one cheque on file with the co-op for up to six months.

#### **F. Damage Cleaning Deposit/Charges**

1. The damage inspection is the responsibility of the board of directors. The board may delegate this responsibility to a committee or member of staff.
2. The damage inspection must be on the approved form signed/dated by the person inspecting. This clean up form must be made available to the renter before the rental date.
3. Any damage must be repaired by the renter to the standard approved by the co-op or paid for in full.
4. Damage or theft of an appliance, entertainment equipment or any other object in the social room will be charged at replacement or repair cost. Thefts are prosecutable.
5. Damage to the premises will be charged as parts and labor for the repair (actual costs or prorated if repaired by staff).
6. Any cleaning that is not done as per the clean-up form will be charged at the rate of \$30.00 per hour.

Patricia Whynot Social Room Clean-up Checklist

Person Responsible for the event:	
Date of the event:	
<b>KITCHEN</b>	
Dishes and cutlery washed and put away	
Food and beverage items removed from fridge and stove	
Stove, fridge and counters/sink cleaned, microwave wiped	
Coffee pot(s) cleaned out	
Floor swept and mopped	
Garbage & recycling out	
<b>MAIN ROOM</b>	
Tables wiped off and placed around edge of room	
Chairs stacked and arranged around the edge of the room	
All decorations and tacks removed	
Food items and spills cleaned off furniture and walls	
Floors swept and mopped	
All personal items removed	
<b>GARDEN AREA</b>	
All debris cleaned up and removed [cans, decorations, cigarette butts, garbage, etc.	
<b>BATHROOMS</b>	
Counters, sink and toilet clean	
Floors swept and mopped.	
<b>ADDITIONAL</b>	
Lights, air conditioners, appliances all off	
Lock up both entrances	

