

Windy Woods Co-operative Homes of London Inc.

Amendment Date: March 30, 2022; April 13, 2022

Date Approved: April 25, 2022

Policy # 7: Rental of Common Room Policy

Rental of Common Room Policy

USE BY MEMBERS:

Members wishing to use the common room for private parties will be charged a rental fee. *The use of BBQ;s during a rental is not allowed.*

1. The rental is **\$35.00 and is non-refundable. Also \$40 deposit is required.** If the common room is left in poor condition as per policy attached to the rental agreement the **\$40 deposit** will not be refunded.
2. The rental fee will be paid by cheque or money order made out to the Windy Woods Events Committee or by **debit card**. The fees are payable upon booking of the Common Room. The Rental fee of **\$35.00** if paid by cheque is to be dated the day the booking of the Common Room is submitted. If a cheque is returned as NSF a fee equal to that which is charged by the Co-operatives financial institution will be charged to the member and all future payments must be made by certified cheque, or money order.
3. Booking of the Common Room will be carried out through the Common Room Rental Agent(s) on a first come, first served basis. Members must book at **least 10 days in advance.**
4. The Rental Agent(s) reserves the right to refuse bookings at their sole discretion.
5. Members will be held responsible for the behavior and activities of their dependents and their guests when the Common room has been rented on their behalf. Children and youth parties will be supervised at all times and the members are to remain in the Common Room for the full time the room is booked. *Children who are attending the party should not be in the laundry room, elevators, or stairwells or lobby.*
6. To comply with fire regulations and minimize wear and tear on the room, there will be **a limit 35** the number of people for any individual party pursuant to the fire regulations and Covid restrictions.
7. Members must sign an agreement By-law No. 2, Schedule "C" form C-2 of policy on Use and Rental of the Common Room taking responsibility for any damages done to the unit by the member, their dependents, or the guests of the member or their dependents.
8. A list of the items to be included as part of the clean-up task following use of the Common Room will be posted. An inspection of the common room will be completed before and after a rental to ensure everything is completed on list. If the room is left in an
9. Members must notify any outside guests that parking will only be permitted in **visitor** parking.
10. During activities, the remainder of the apartment building will remain off limits to those using the Common Room. except when using the washroom. The patio area is off limits after 9:30 p.m. and the common room should be clearing out at this time. If extended time is desired, you must have Board approval in advance.
11. **Cleaning Supplies and a dry and wet mop will be provided to clean the Common Room after the party is over. Any missing supplies will be charged to the Renter.**

Amendment Date: March 30, 2022; April 13, 2022

Date Approved: April 25, 2022

Policy # 7: Rental of Common Room Policy

12. Co-op sponsored functions designated as adult only will be limited to Co-op members and their guests over the age of 19 years.

13. An alcohol policy will be followed pursuant to LCBO guidelines. Members renting the common room who will have alcohol at their event must pay for and provide a copy of "Party Alcohol Liability Policy" to the Board of Directors or Property Manager prior to renting the common room.

14. In accordance with the city bylaw, **smoking is not permitted in the common room, lobby, hallways or washrooms. All smoking must be outside at designated smoking areas and 9 meters away from the entrances including not under the overhangs.**

15. Use of tape, tacks or any other manner of adhesive on the walls is prohibited. The use of confetti, rice or any other related celebratory materials is prohibited. Piñatas are prohibited.

16. In the event of a breach of a signed Common Room Rental Agreement or the Rental of Common Room Policy, the offending party will not be permitted to book the Common Room for a period of three months after the breach has occurred. The next rental of the room would then require a deposit of **\$50.00**, along with the **\$35.00** rental fee. Should they breach the policy or agreement on a second occasion, they will not be permitted to book the room in the future.

17. In the event of a breach of this policy or the rental agreement, the Rental Agent(s) are authorized to terminate the booking at any time and at their discretion.

18. The Common Room will be available at no cost to those members who wish to rent the Common Room for strictly co-op related events. On these occasions the general public must not be involved, only immediate family members. The renter will still be responsible for paying *the \$40.00 fee* and signing the Rental agreement. If the members present their event to the Board of Directors, and it is sanctioned by them, no Rental Agreement or fees are required. Should the member breach this policy during the sanctioned event, they will be accountable to the Board of Directors and the Board will decide any penalties for the members' actions, or lack of actions.

19. A single rental period will not exceed 8 hours. If the room is required for longer than 8 hours it will be considered a second booking and an additional rental fee of **\$35.00 must be paid.**

RULES FOR USE OF THE COMMON ROOM:

- * Youths under the age of 18 in the Common Room must be supervised at all times.
- * Tricycles, bicycles, rollerblades, and skateboards, will not be permitted in the Common Room or blocking the ramps and doorways.
- * Pets will not be permitted in the Common Room.
- * Renters will be responsible for tidying up after its use, and taking care that appliances have been turned off and cleaned, lights turned out, doors locked, & wash rooms cleaned, as per policy.
- * Evening parties will run no later 9:30 P.M.
- * Noise will be kept at a reasonable level at all times.
- * **Alcohol is ONLY permitted in the Common Room**

Amendment Date: March 30, 2022; April 13, 2022

Date Approved: April 25, 2022

Policy # 7: Rental of Common Room Policy

COMMON ROOM RENTAL AGREEMENT

Name of Member _____ Unit # _____

Telephone _____ Date(s) Requested _____

Member Charge **\$35 rental fee non-refundable and \$40 security deposit (Payment Must Accompany This Form) Rental fee may be paid by money order, cheque or debit. \$40 only paid by money order or cheque**

The use of a BBQ during the rental is not allowed.

Start – Finish Time with setup/clean-up included _____

CLEAN UP REQUIREMENTS FOLLOWING USE OF THE COMMON ROOM:

- Clean kitchen area: fridge, stove and countertops
- Clean up washroom and wash floor
- Put all chairs and tables away in closet
- Sweep floors and wash floors
- Emergency exits doors closed tightly
- Remove all food from fridge
- All waste cleaned up inside and outside
- Wipe all spills
- turn off all appliances

MEMBER RESPONSIBILITIES WHILE USING COMMON ROOM:

- The renter will instruct all visitors to use visitor parking. **All others will be towed, no exceptions.**
- Children and youths under 18 are not permitted to rent Common Room. Children and youths under 18 must be supervised by the adult renter at all times. For every 10 children or youths under 18, there must be 1 adult present to act in a supervisory capacity.
- ***Consumption and sale of alcohol and the use of any controlled substances must follow L.C.B.O. guidelines and adhere to the laws of the province of Ontario. It is the renter's responsibility to pay for and provide proof of "PAL-Party Alcohol Liability Policy" and name Windy Woods Co-operative Homes as an additional insured on the policy. Policy must be forwarded to the Board of Directors or Property Manager prior to renting the room.***
- Noise must be kept at a reasonable level.
- Windy Woods reserves the right to cancel any event if any of the above responsibilities are breached.

I/We have received a copy of the Rental of Common Room Policy, and this Rental Agreement and understand and agree to the terms and conditions outlined in them both.

Signature _____

I/We hereby accept all responsibility for the rental of the Common Room and contents on the above-noted date(s). I/We acknowledge that any liability for any damages whatsoever arising out of or associated with the said event shall be my/our responsibility, and we hereby release Windy Woods Co-operative Homes of London Inc. from any liability and agree to indemnify Windy Woods from any claims, damages and expenses arising from the breach of our obligations under this agreement. I/We fully understand that any breach of this Rental Agreement or violation of the Rental of Common Room Policy. I/We acknowledge that it will be my/our responsibility to clean up the Common Room and leave it in a condition that is satisfactory to the Co-operative. Any costs incurred over and above the amount of the deposit will be added to the Member's account at Windy Woods.

Date _____ Signed _____

Amendment Date: March 30, 2022; April 13, 2022

Date Approved: April 25, 2022

Policy # 7: Rental of Common Room Policy

COMMON ROOM RENTAL INSPECTION FORM FOR UNIT: _____

COMMENTS

PRE

POST

KITCHEN AREA

CUPBOARDS any

OVEN

REFRIGERATOR *..all food removed and all pop or drinks removed.*

COUNTER TOPS *washed and disinfected*

SINK *cleaned*

FLOORS dry mopped or swept and wet mopped

STORAGE AREA

CHAIRS & TABLES. *All tables are to be sanitized before putting away in the cupboard. Any spills on chairs must be cleaned.*

MAIN AREA

FLOOR *swept or dry mopped and wet mopped*

Cleaning of glass doors removing finger prints etc.

The library if off limits to renters.

TV & VCR is not to be used by renters.

WASHROOM

TOILET *cleaned*

SINK MIRROR *sink should be cleaned and mirror cleaned with glass cleaner.*

SOAP DISPENSER

GARBAGE CANS *Emptied*

Floor swept and wet mopped

Pre Rental Inspection Date _____

Renter _____

Inspector: _____

Post Rental Inspection Date _____

Renter _____

Inspector: _____

Inspection Has Been Completed and a charge should of \$ 40.00 be kept due to violations: Yes _____

No _____

1. Complete and fill in the Common Room Rental Agreement.
2. Attach the cheques, money order or debit card receipt. Debit is only available for the Rental fee and it is non refundable in the event you cancel.
3. Put the completed Rental Agreement Form and the payments in the lock box that is labelled Common Room Rental requests.
4. Remember: All of the above must be completed no later than 10 days prior.
5. You will hear from the Rental Agent if your booking is confirmed and it will be written on the calendar by the Agent.
6. Rentals requested less than 10 days will be denied.
7. The rental box is ONLY checked twice weekly so do not leave your request to the last moment.
8. Leave the common room fully clean as per the Inspection Form or your deposit will not be returned.
9. You cannot rent the Common Room for anyone else. It will be denied as it is only for Members to rent.
10. The Office cannot help you with your rental other than using the debit machine. Please do not ask the office about your rental as it is not the Property Manager's responsibility.