

Co-op Community Room Rental Agreement

Between: **Bethany Co-operative Homes Inc.**

and:

(Hereinafter called the “Member”)

Whereas the Co-operative has determined that the Co-op Community Room may be used by individual Members for private functions under certain conditions; and,

Whereas the above Member has requested permission for such use and agreed to the conditions set out hereinafter:

Therefore the Co-op and the Member agree as follows:

Rental Fee and Deposit

1. At the signing of this Agreement, the Member will provide the Co-op with a \$50.00 rental fee or \$35.00 rental fee for children’s parties in the form of a cheque. Also required is a \$100.00 deposit in the form of a cheque payable to the Co-op. The deposit will be returned to the Member after a satisfactory inspection of the premises has been completed and the bathroom keys have been returned to the Co-op.
2. Any damages to the Co-op Community Room or furnishings by the Member, the Member’s family or guests will be repaired by the Co-op, and the member will be billed directly for any expenses.
3. Any damages or accidents that take place must be reported to the Co-op staff or after-hours emergency contact immediately.

Legal Responsibilities

1. The Member agrees to restrict the number of people present in the Co-op Community Room to **40** at one time.
2. The Member is responsible for the Co-op Community Room from the time the member begins their “set up” until an inspection has been completed and the bathroom keys are returned to the Co-op.
3. The Members assume all responsibility for any alcohol served during the rental period. The Member is responsible for permit if required, and to ensure drinking and driving does not occur. The Member acknowledges that the Co-op assumes no liability for any incidents that may take place during the rental period. It is the Member’s responsibility to uphold Co-op policies. If alcohol is being served at the function a deposit of \$250 dollars is required in form of a cheque payable to the Co-op.

4. The Member agrees to ensure a smart serve person is available to serve guests if alcohol is being served.

Community Room Rules

1. Members are required to advise their guests of the Parking Policy and any other policies that may affect the Co-op property or the rights of other Co-op members in relation to this use of the Community Room.
2. Members are not permitted to use the pool table, the tv or gaming equipment, or any games or crafts. These items belong directly to 360 Kids.
3. The grey sofas and black tables and chairs also belong to 360 Kids. If the furniture is used, it must be cleaned and returned to the same condition it was before renting the room.
4. Children (12 and under) attending a function at the Co-op Community Room must be supervised by a responsible adult at all times.
5. Members must ensure that the event is contained to the community room. Members must not allow their guests to loiter in the hallways or common areas of the building.
6. No smoking or drug use is permitted inside the Co-op.
7. No posters or other such decorations are to be hung on the walls; the Member agrees to use only masking tape or non-marking removable adhesive. Thumbtacks, stick pins and cellophane tape may not be used.
8. The Member will remove all garbage accumulated during this function and have the Co-op Community Room cleaned prior to the set inspection time.

Inspection and Refund Process

1. The Co-op shall ensure the condition of the Co-op Community Room is satisfactory prior to the date and time of the booking.
2. The Co-op shall inspect the Co-op Community Room when the bathroom keys are returned to the Co-op.

Event Date _____ Time _____ Number of People _____

What is the purpose of the usage? _____

Signatures

Agreed to and signed this ____ day of _____, 2____.

For the Co-op

For the Member

Approved: Board of Directors
Approved: General Members