

## **Co-op Community Room Rental Agreement**

Between: **Aurora Village Co-operative**

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 and 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 key has 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 expense that is not recoverable from the Member's deposit and or insurance.

### **Legal Responsibilities**

1. The Member agrees to observe the regulations of the Fire Marshall, which restrict the number of people present in the Co-op Community Room to \_\_\_\_\_ at one time.
2. The Member is responsible for the Co-op Community Room from the time the key is issued until an inspection has been completed and the key is returned to the Co-op.
3. The Member will provide the Co-op evidence of liability and contents insurance.

4. 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
5. The Member agrees to ensure a smart serve person is available to serve guest if alcohol is being served.
6. Member agrees that 11:00 pm is the time that the room must be vacated by all guests in attendance of the function.

### **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. Children attending a function at the Co-op Community Room must be supervised by a responsible adult at all times.
3. No smoking is permitted inside the Co-op.
4. 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.
5. The Member will remove all garbage accumulated during this function and have the Co-op Community Room cleaned prior to the set inspection time.
6. To allow guest access to room, please have your guests buzz 071 at the enterphone system in the front lobby. You can the push 6 on the phone in the community room and your guests may come to the 2<sup>nd</sup> floor. You must not prop any main floors doors open.

### **Inspection and Refund Process**

1. The Co-op shall ensure the condition of the Co-op Community Room is satisfactory when the keys are issued to the Member.

2. The Co-op shall inspect the Co-op Community Room when the keys are returned to the Co-op.
3. The Member shall make arrangements with the inspecting person for a mutually agreeable time to inspect the Co-op Community Room after use.
4. If the Member is not present at the agreed upon time of inspection, the Inspection Committee will conduct the inspection.

Event Date \_\_\_\_\_ Time \_\_\_\_\_ Number of People \_\_\_\_\_  
Number of Chairs Required \_\_\_\_\_ Number of Tables Required \_\_\_\_\_

What is the purpose of the usage? \_\_\_\_\_  
\_\_\_\_\_

**Signatures**

**Agreed to and signed this \_\_\_\_ day of \_\_\_\_\_, 2\_\_.**

\_\_\_\_\_  
For the Co-op

\_\_\_\_\_  
For the Member