

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.

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 myself 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 charge back to you.

MEMBER'S SIGNATURE: _____ DATE: _____

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

OFFICE USE ONLY	
Deposit Cheque Received: _____	Cheque Returned: _____
Donation Cheque Received: _____	Room Inspection: _____

RULES FOR USE OF THE RECREATION ROOM

1. Music **MUST** be turned off and Room vacated by **11:00 p.m.** Sunday through Saturday.
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 time.
5. Members **MUST** ensure they and their guests do not interfere with the rights of other members to enjoy the quiet of their units.
6. All activities **MUST** be confined to the immediate area of the Recreation Room.
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.
9. Members are responsible for returning the Room to a clean and orderly condition following an event. This responsibility includes the following items:
 - (i) clean stove and refrigerator – if any spills, must be wiped up!
 - (ii) ALL floors are to be damp mopped with water and cleaning liquid (located in the grey locker).
 - (iii) Adjacent washrooms, foyer of second floor, and any other areas must be cleaned.
 - (iv) Garbage must be securely bagged and properly disposed.
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 used while I am in possession of the Recreation Room keys.
12. I agree to contact the office or On-call immediately, if there is any damage or if any garbage is left in the Room while I am responsible for the keys.

REMEMBER:
NO TAPE OF ANY IS PERMITTED.
TACKS ONLY!