



## **Party Room Booking Policy**

### **General Information:**

- The party room is available for use by all residents of the building.
- The party room is the central meeting place for the Crystelle community and is the hub of its social activities.
- The party room has three key uses:
  1. Corporation events (AGM, Board meetings, etc.)
  2. Private functions booked by residents (family parties, private meetings, etc.).
  3. Social events open to all residents (coffee functions, special dinners, building clubs)
- Corporation events have first priority for the use of the room, private functions booked by residents have second priority and social events have third priority.
- Outside of these functions, the room is accessible to any and all residents during its posted hours (8:00am to 11:00pm).

### **Booking and Use Guidelines:**

- 1) The party room may be reserved by an individual for a private function by completing an Individual Party Room Reservation Form.
- 2) The party room may be reserved by the Corporation or social groups by completing a Group Party Room Reservation Form indicating the type of function, dates and a contact person.
- 3) The Group Form and Individual Form only needs to be completed once every three months for multiple events e.g. monthly Saturday coffee events and resident clubs.
- 4) The Individual Party Room Reservation Form must be accompanied by a cheque of \$100 as a cleaning/damage deposit, \$50 for cleaning deposit and \$50 for damage deposit. Deposit cheques are not required for Corporation events or social events open to all residents.
- 5) A booking will be accepted upon receipt of the Group Reservation Form for Corporation and social events or an Individual Reservation Form and cheque for private events. No booking will be made until the office is in receipt of the form and/or cheque.
- 6) The party room is a common element and is part of each resident's home at the Crystelle. Individuals and groups booking the room are expected to leave the room in the same condition in which they found it. This responsibility lies with the person booking the room.
- 7) If an event results in damage to the party room, or if the room is not properly cleaned following an event the following will take place:
  - o the resident who booked the room will be given the opportunity to be present for a post-inspection of the party room, kitchen and washrooms with the Superintendent
  - o any damages or cleanliness problems are to be noted on the Individual Party Room Reservation Form and the form will be signed by the owner and Superintendent
  - o the Superintendent will forward the form and appropriate deposit cheque(s) to the Property Manager for consideration by the Board of Directors
- 8) The individual booking the party room authorizes the Corporation to deduct from the security deposit lodged with it the cost of any repairs. If the cost of such repairs exceeds the amount of the security deposit, the full cost of repairs less the amount of the security deposit shall be assessed against the unit owned or occupied by the individual and may be recovered in the same manner as common expenses.
- 9) The Board of Directors delegates authority to resolve any issues, disputes, questions or concerns regarding the party room to the Superintendent.
- 10) All events in the party room are subject to approval by the Corporation's Board of Directors.