



Greenvale Co-operative Homes

61 Francis Creek Boulevard, St. Catharines, Ontario, L2W-1B8 905-684-7773 fax 905-684-4296

MEETING ROOM POLICY – Revised February 27th, 2020

Private Events (not open to the entire community):

1. The meeting room at Greenvale may be rented for private events by members of Greenvale for a cost of \$20.00 per use payable at the time of booking.
2. The Co-op BBQ may be used by the renting members for an additional charge of \$5.00. The key for the BBQ will given at the time of rental. Members must use their own BBQ tools, the co-op does not supply them.
3. All parking of guests or attendees will be off-site.
4. A charge of \$50.00 will be placed on the member's ledger as a damage deposit. If the room is returned in good condition, the charge will be removed. If the room requires significant cleaning or items are missing, the charge will be applied to the member's account and will be payable with the next regular housing charge payment. If left unpaid, the charges will become arrears on the member ledger.

Community Events (open to the entire community):

1. There will be no charges for renting the meeting room for events that are open to the entire community.
2. These events must be approved by the Board of Directors prior to scheduling the event. The Board of Directors has final authority to refuse an event.
3. All liability will be assumed by the member using the room for the event and must have insurance or a damages waiver in place in case of injury during the event. This is mandatory.
4. Only members of the co-op or groups pre-approved by the Board of Directors may hold a community event in the meeting room.
5. All parking of guests or attendees will be off-site.

Hours of Use:

1. The meeting room may only be used between the hours of 8am and 11pm. If you stay longer in the room and cause the security alarm to activate you are liable for any costs as a result.

Materials Used:

1. You must bring any materials for use in your event with you. Greenvale does not supply tablecloths, cutlery, or other materials.
2. You must supply whatever cleaning materials are required to return the meeting room to its original condition.

Acceptable Usage:

1. There will be no service of alcohol at any time.
2. There will be no smoking anywhere in the community centre building.
3. Music or other types of noise must be kept with-in reasonable limits.
4. All guidelines with regards to nuisance as pointed out in Greenvale's by-laws will apply to the time that the meeting room is being used.

Liability:

1. The person renting the meeting room will accept complete responsibility for anything that happens while they are using the room. This includes personal injuries or damages.
2. At no time will Greenvale's corporate insurance be used as the result of anything that happens during your event.

Possession:

1. The key(s) may be picked up at the office or a member unit before your event (you must bring your copy of this completed form). The key(s) must be returned to the office or member unit immediately after you are finished. You may use the drop box if your event is outside office hours.

By signing this agreement I agree to abide by all conditions of it.

Member Signature

Unit #

Date

For Greenvale

Date

Date of Rental