



# Beechwood Cooperative Homes Inc.

693 Beechwood Drive, Waterloo, ON, N2T 2P6

P: (519) 886-0359 F: (519) 886-5593 E: [beechwoodcoop@gmail.com](mailto:beechwoodcoop@gmail.com)

## COMMUNITY CENTRE RENTAL AGREEMENT

BETWEEN:

BEECHWOOD CO-OPERATIVE HOMES INC  
693 BEECHWOOD DRIVE  
WATERLOO, ON N2T 2P6  
(HEREINAFTER CALLED THE "CO-OP")

AND:

\_\_\_\_\_  
(PRINT NAME)  
(HEREINAFTER CALLED THE "LESSEE")

WHEREAS THE CO-OPERATIVE HAS DETERMINED THAT THE COMMUNITY CENTRE MAY BE USED BY INDIVIDUAL MEMBERS FOR PRIVATE FUNCTIONS UNDER CERTAIN CONDITIONS; AND,

WHEREAS THE ABOVE LESSEE HAS REQUESTED PERMISSION FOR SUCH USE AND AGREED TO THE CONDITIONS SET OUT HEREINAFTER:

THEREFORE THE LESSEE AND THE CO-OP AGREE AS FOLLOWS:

### RENTAL FEE AND DEPOSITS

**RENTAL FEE:** THERE IS A DAILY RENTAL FEE OF \$10.00 TO BE PAID BEFORE EACH USE OF THE COMMUNITY CENTRE.

**CLEANING DEPOSIT:** A \$75.00 REFUNDABLE CLEANING DEPOSIT IS REQUIRED OF ALL GROUPS MEETING IN THE CENTRE. THIS DEPOSIT WILL BE REFUNDED WITHIN FIVE (5) DAYS FOLLOWING YOUR GROUP'S EVENT SO LONG AS THERE HAS BEEN NO DAMAGES AND STAFF DOES NOT HAVE TO DO ANY CLEANING UP AFTER YOU. ANY REQUIRED CLEANING OR MAINTENANCE NECESSARY FOLLOWING YOUR USE OF THE CENTRE WILL BE CHARGED AT THE RATE OF \$25.00 PER CONTRACTOR PER HOUR. MINIMUM CHARGE SHALL BE \$25.00 (ONE HOUR) AND ADDITIONAL TIME WILL BE PRO-RATED. IF CHARGES ARE MADE AGAINST A STANDING DEPOSIT, THE DEPOSIT MUST BE FULLY RESTORED PRIOR TO THE NEXT USE OF THE CENTRE. **THE RENTAL FEE INCLUDES ACCESS TO WI-FI AND THE PASSWORD WILL BE CHANGED AFTER EACH RENTAL.**

ANY DAMAGES TO THE COMMUNITY CENTRE OF FURNISHINGS OR OTHER BY THE LESSEE, THE LESSEE'S FAMILY, OR GUESTS WILL BE REPAIRED BY THE CO-OP AND THE LESSEE WILL BE BILLED DIRECTLY FOR ANY EXPENSE THAT IS NOT RECOVERABLE FROM THE LESSEE'S DEPOSIT AND/OR INSURANCE. IF THE USE OF AN OUTSIDE CONTRACTOR IS REQUIRED THE LESSEE WILL PAY THE AMOUNT OF DAMAGES AT THE CONTRACTOR'S SET RATE.

AN N.S.F. FEE OF \$25.00 WILL APPLY IF A CHEQUE IS RETURNED TO THE COMMUNITY CENTRE. THE CO-OP WILL PROVIDE THE LESSEE WITH COPIES OF THE APPROPRIATE POLICIES, WHICH THE LESSEE WILL AGREE TO UPHOLD.



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## **POLICY ON THE USE OF THE COMMUNITY CENTRE**

ON MOTION DULY MADE, SECONDED AND CARRIED THE FOLLOWING GUIDELINES AND PROCEDURES FOR THE USE OF COMMON SPACE IN THE COMMUNITY CENTRE WERE ADOPTED AS POLICY OF BEECHWOOD CO-OPERATIVE HOME INC.:

ADOPTED BY THE BOARD OF DIRECTORS: FEBRUARY 16TH, 2005

CONFIRMED BY THE MEMBERSHIP: FEBRUARY 22, 2005

AMENDED BY THE MEMBERSHIP: MARCH 27, 2018

### **BACKGROUND**

THE MEETING SPACE IS INTENDED FIRST AND FOREMOST FOR THOSE ACTIVITIES WHICH SERVE ALL OF THE MEMBERS OF THE CO-OP, AND THIS INTENT IS REFLECTED IN THE PRIORITIES FOR ITS USE.

### **PRIORITIES FOR USE**

THE FOLLOWING ACTIVITIES ARE LISTED IN DESCENDING ORDER OF PRIORITY:

1. MEETINGS OF THE BOARD OF DIRECTORS TO CONDUCT THE CO-OP'S BUSINESS AND OPERATION
2. MEETINGS OF THE GENERAL MEMBERS TO PARTICIPATE IN THE CONDUCT OF THE CO-OP'S BUSINESS AND OPERATION
3. ACTIVITIES AND CELEBRATIONS OF THE GENERAL MEMBERS
4. REGULAR MEETINGS OF THE CO-OP COMMITTEES
5. SPECIAL ACTIVITIES AND FUNCTIONS OF CO-OP COMMITTEES
6. INFORMAL GATHERINGS OF MEMBERS WHICH ARE NOT EXCLUSIVE
  - a. ADULTS
  - b. CHILDREN WITH PARENTAL SUPERVISION
7. INDIVIDUAL MEMBERS' PRIVATE FUNCTIONS
8. ACTIVITIES OF OTHER CO-OPERATIVES OR ORGANIZATIONS WITH OBJECTIVES SIMILAR TO THOSE OF BEECHWOOD CO-OP



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## LEGAL RESPONSIBILITIES

1. THE LESSEE AGREES TO OBSERVE THE REGULATIONS OF THE FIRE MARSHALL WHICH RESTRICT THE NUMBER OF PEOPLE IN THE COMMUNITY CENTRE AT ONE TIME TO 100.
2. THE LESSEE IS RESPONSIBLE FOR THE COMMUNITY CENTRE FROM THE TIME THE KEY IS ISSUED UNTIL AN INSPECTION HAS BEEN COMPLETED AND THE KEY IS RETURNED TO THE CO-OP OFFICE. IN CASE OF KEY LOSS, THE COST OF LOCK REPLACEMENT SHALL BE RECOVERED FROM THE CLEANING DEPOSIT AS WELL AS ANY ADDITION CHARGES FOR THE REPLACEMENT.
3. IF THE LESSEE INTENDS TO SERVE ALCOHOL, THE LESSEE WILL PROVIDE THE CO-OP A COPY OF LICENSING AND INSURANCE AT LEAST SEVEN DAYS PRIOR TO THE SCHEDULED EVENT. UNLESS ALL LICENSING AND INSURANCE CRITERIA ARE MET AND PRESENTED TO THE BOARD FOR PRIOR APPROVAL, ALCOHOLIC BEVERAGES ARE NOT PERMITTED AND MAY NOT BE SERVED WITHIN THE COMMUNITY CENTRE.
4. EVEN IF A LIQUOR LICENSE AND INSURANCE IS OBTAINED BY THE LESSEE, NO ALCOHOL IS PERMITTED IN THE EXTERIOR COMMON AREAS OF THE CO-OP.

## LESSEE'S RESPONSIBILITY TO UPHOLD CO-OP POLICIES:

*Please initial below that you've read and understand your responsibilities*

1. THE LESSEE SHALL ADHERE TO THE MIDNIGHT CURFEW OF THE CENTRE. \_\_\_\_\_  
(INITIAL)
2. THE LESSEE SHALL RESPECT THE RIGHT OF OTHER CO-OP MEMBERS TO PEACEFUL ENJOYMENT OF THEIR LIVING ENVIRONMENT. \_\_\_\_\_  
(INITIAL)
3. THE LESSEE IS REQUIRED TO ADVISE THEIR GUESTS OF THE VEHICLE CONTROL POLICY AND ANY OTHER POLICIES AND/OR GUIDELINES THAT MAY AFFECT THE CO-OP PROPERTY OR THE RIGHTS OF THE CO-OP MEMBERS IN RELATION TO THE USE OF THE CENTRE. **THERE IS NO PARKING ALLOWED IN FRONT OF THE CENTRE OR IN THE DESIGNATED FIRE ROUTE. VEHICLES PARKED THERE MAY BE TICKETED OR TOWED.**

\_\_\_\_\_  
(INITIAL)

4. **ATTENDEES TO THE COMMUNITY CENTRE SHALL NOT PARK ON CO-OP PROPERTY.**  
**VISITORS' PARKING IS INTENDED FOR VISITORS OF UNITS, NOT THOSE ATTENDING EVENTS IN THE COMMUNITY CENTRE. PLEASE ADVISE YOUR GUESTS BEFOREHAND THAT THERE IS PARKING ON BEECHWOOD DR. UNAUTHORIZED VEHICLES MAY BE TICKETED OR TOWED.**

\_\_\_\_\_  
(INITIAL)



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5. A RESPONSIBLE ADULT(S) MUST SUPERVISE CHILDREN ATTENDING A FUNCTION AT THE COMMUNITY CENTRE AT ALL TIMES. \_\_\_\_\_  
(INITIAL)
6. NO SMOKING IS PERMITTED INSIDE THE COMMUNITY CENTRE. \_\_\_\_\_  
(INITIAL)
7. IF ANY POSTERS OR OTHER SUCH DECORATIONS ARE TO BE HUNG ON THE WALLS, THE LESSEE AGREES TO USE ONLY MASKING TAPE OR NON-MARKING REMOVABLE ADHESIVE. THUMB TACKS, STICK PINS AND CELLOPHANE TAPE MAY NOT BE USED. THE CO-OP WILL NOT BE RESPONSIBLE FOR ANY RENTAL EQUIPMENT RETURN OR STORAGE THAT THE LESSEE HAS RENTED. \_\_\_\_\_  
(INITIAL)
8. NO HELIUM-FILLED BALLOONS ARE PERMITTED WITHIN THE COMMUNITY CENTRE. \_\_\_\_\_  
(INITIAL)
9. DOORS TO THE COMMUNITY CENTRE ARE TO **NOT** BE PROPPED OPEN AND MUST REMAIN CLOSED DURING THE DURATION OF YOUR RENTAL. \_\_\_\_\_  
(INITIAL)
10. THE LESSEE WILL REMOVE ALL GARBAGE ACCUMULATED DURING THIS FUNCTION FROM THE CENTRE AND HAVE THE CENTRE CLEANED NO LATER THAN 11:00AM ON THE MORNING FOLLOWING THE FUNCTION. ALL GARBAGE IS TO BE REMOVED AND TAKEN BACK TO THE LESSEE'S UNIT FOR PROPER DISPOSAL ON DESIGNATED GARBAGE DAY. IT IS NOT TO BE LEFT AT THE COMMUNITY CENTRE. \_\_\_\_\_  
(INITIAL)
  - GARBAGE TAGS FOR ADDITIONAL BAGS MAY BE PURCHASED FROM THE CO-OP OFFICE FOR \$2/TAG.
11. ALL DISHES USED WILL BE CLEANED AND PUT BACK IN THE APPROPRIATE SPOT. ANY DISHWARE REMOVED FROM THE CENTRE WILL BE RETURNED BY 11:00AM THE FOLLOWING MORNING FOLLOWING THE FUNCTION. FAILURE TO RETURN ANY REMOVED ITEMS WILL RESULT IN THE AMOUNT BEING TAKEN FROM THE INITIAL DEPOSIT. THE ONLY EXCEPTION TO THIS WILL BE IF THE CO-OP HAS A FUNCTION PLANNED FOR EARLIER IN THE DAY. WHEREAS, THEN THE CLEAN UP TIME WILL CHANGE DEPENDING ON ENDING TIME OF THE RENTAL CENTRE. \_\_\_\_\_  
(INITIAL)

**I UNDERSTAND THAT FAILURE TO ADHERE TO THE RESPONSIBILITIES TO UPHOLD THE CO-OP POLICIES WILL RESULT IN A 3-MONTH RESTRICTION ON USE OF THE COMMUNITY CENTRE.**

\_\_\_\_\_  
(INITIAL)



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## INSPECTION AND REFUND PROCESS:

1. THE CO-OP SHALL ENSURE THE CONDITION OF THE COMMUNITY CENTRE IS SATISFACTORY WHEN THE KEYS ARE ISSUED TO THE LESSEE.
2. THE LESSEE SHALL INSPECT THE CENTRE WITH A CURRENT BOARD MEMBER UPON COMPLETION OF THE FUNCTION OR SHORTLY THEREAFTER.
3. THE LESSEE **SHALL PRE-SCHEDULE AN INSPECTION** WITH A BOARD MEMBER FOR THE DATE OF THEIR RENTAL; FAILURE TO DO SO COULD RESULT IN RETAINING THE \$75.00 CLEANING DEPOSIT.

## SCHEDULES TO THIS AGREEMENT:

SCHEDULE 1: COMMUNITY CENTRE REQUEST FORM AND SCHEDULE 2: COMMUNITY CENTRE INSPECTION REPORT (ATTACHED HERETO) SHALL FORM PART OF THIS AGREEMENT.

## SIGNATURES

AGREED TO AND SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

FOR THE CO-OP:

FOR THE LESSEE:

\_\_\_\_\_  
(CO-OP SIGNATURE)

\_\_\_\_\_  
(LESSEE SIGNATURE)

## SCHEDULE 1: COMMUNITY CENTRE REQUEST FORM

TO REQUEST THE USE OF THE CENTRE PLEASE FILL IN AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE TO ASSIST US IN ACCOMMODATING YOUR FUNCTIONS NEEDS.

SCHEDULING WILL BE DONE AS SOON AS POSSIBLE. THE GREATER THE LEAD-TIME THAT YOU ARE ABLE TO FURNISH THIS REQUESTED INFORMATION TO US THE EASIER AND MORE LIKELY IT WILL BE TO ACCOMMODATE YOUR FUNCTIONS.

TOTAL COST FOR CENTRE     \$10.00          TOTAL CLEANING DEPOSIT     \$75.00    

*IF CENTRE IS LEFT CLEAN, DEPOSIT TO BE RETURNED WITHIN FIVE BUSINESS DAYS*

HAVE YOU READ AND AGREE TO ADHERE TO ALL OF THE POLICIES AND INFORMATION ON THE CENTRE AND REQUIREMENTS FOR USING THE CENTRE? Yes \_\_\_\_\_ No \_\_\_\_\_

MEMBER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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NAME AND UNIT NUMBER OF MEMBER:

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PURPOSE OF USE OF COMMUNITY CENTRE

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DO YOU INTEND TO SERVE ALCOHOL? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, IS A COPY OF LIQUOR LICENSE ATTACHED? YES \_\_\_\_\_ NO \_\_\_\_\_ (REQUIRED)

## CONTACT INFORMATION:

MS/MRS./MR. \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## EVENT INFORMATION:

FIRST CHOICE OF DATES: \_\_\_\_\_

SECOND CHOICE OF DATES: \_\_\_\_\_

SET UP TIME? \_\_\_\_\_

WHAT IS THE NUMBER OF PEOPLE TO ATTEND? \_\_\_\_\_

DO YOU PLAN ON HAVING FOOD OR BEVERAGES AT THIS EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_

*IF YES PLEASE DESCRIBE:*

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WILL YOU BE PROVIDING YOUR OWN DISHWARE AND CUTLERY? YES \_\_\_\_\_ NO \_\_\_\_\_