

Ashworth Square Cooperative

**PARTY ROOM USE POLICY**  
**City of Mississauga smoke free bylaw 289-99**

1. The Party Room **must** be booked for personal use and committee functions through the Member Appreciation Committee. Committee meetings **must** be booked through the office.
2. Only Members of Ashworth Square over the age of 19 may rent the room. The Member renting the room is responsible for all guests and must be in attendance at the function. No more than 60 persons may occupy the Party Room at any one time as per fire and safety regulations. All alcoholic beverages **must** stay in the room.
  - a. Alcohol shall be consumed by those of legal drinking age only.
  - b. No loitering in common areas.
  - c. Do **not** fold the tables down.
  - d. Keep noise to a responsible level. Music must stop at 1:00 a.m.
  - e. The room must be vacated by 2:00 a.m.
  - f. No cooking of any kind may be done in Party Room.
  - g. No tape of any kind may be put on the walls, ceilings or fixtures.
3. There is a rental fee of **\$75.00 (cash only)** and security deposit of **\$150.00 (cheque only)**. The contract must be signed and all monies paid 2 weeks prior to rental date. The security deposit will be returned after the room has been checked and approved by the committee. **\$25.00** of the rental fee will be forfeited if less than one week cancellation notice is given.
4. The Member renting the room will be held responsible for any damages to the property of Ashworth Square Cooperative whether done by him/her or his/her guests. Any necessary repairs to be done as a result of the damage caused shall be deducted from the security deposit and the Member renting the room will be billed for any damages over and above the deposit amount.
5. The Member renting the room would normally receive the key by 12:00 noon of the day the room is rented and keep the key until 10:00 am the following day. However, times may change upon availability or other committee requirements.
6. The Member renting the room must ensure his/her guests use the parking spots designated for visitors parking only. Vehicles in unauthorized spots will be ticketed and/or towed away at owner's expense.
7. A 'Before and After Use' checklist will be completed by the Member Appreciation Committee room checkers. The Member renting the room must complete all cleaning of the room as outlined on the checklist.

8. If the cleaning is not completed as outlined on the checklist, the Member will be asked to complete the cleaning as required or forfeit his/her deposit.
9. When cleaning the Party Room, chairs and tables are not to be dragged across the floor. Chairs are to be stacked on the trolleys provided and **wheeled** to the storage room (10 chairs per trolley). Tables are to be left standing and are *not* to be folded.
10. The Member Appreciation Committee will provide the wash bucket, mop, garbage bags, 'J' cloths, floor cleaner and table cleaner for the Member's use. All other supplies must be supplied by the Member renting the room.
11. Air conditioning units are to be operated by remote control only. Wall mounted units are not to be touched or tampered with under any circumstances.

revised and approved at the General Members' Meeting - February 24, 1992  
approved by the Social Committee - November 7, 1995  
revised and approved by the Board of Directors - November 8, 1995  
approved at the General Members' Meeting - January 15, 1996  
amended and approved at the General Members' Meeting - May 8, 2000

Approved by the Member Appreciation Committee – April 6, 2008  
Amended and approved by the Board of Directors – April 30, 2008  
Approval at the General Members' Meeting – May 12, 2008

Ashworth Square Cooperative

PARTY ROOM CONTRACT

Member Information:

Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Telephone: Home \_\_\_\_\_

Work \_\_\_\_\_

Date needed \_\_\_\_\_

Deposit (cheque only) \$150 Rental fees (cash only) \$75

*\$25 of the rental fee will be forfeited if less than 1 week cancellation notice is given.*

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Have you read the Party Room rules? Initials \_\_\_\_\_

Do you understand the Party Room rules? Initials \_\_\_\_\_

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**Release and Indemnity Agreement and Conditions of Use**

- You are responsible for the use of Ashworth Square Cooperative property and for the actions of all your guests while they are on Co-op property.
- You are responsible for providing your own liability insurance for your event.

**This document will affect your legal rights and liabilities. Please read it carefully before signing.**

Initials \_\_\_\_\_

## PARTY ROOM CONTRACT

**Please read it carefully before signing.**

In consideration of Ashworth Square Cooperative allowing me use of the Party Room where alcohol may be present at the function, I hereby agree as follows:

1. To ASSUME AND ACCEPT ALL RISK, DANGERS AND HAZARDS in connection with the use of the facilities;
2. TO WAIVE ANY AND ALL CLAIMS that I have against Ashworth Square Cooperative;
3. TO RELEASE Ashworth Square Cooperative from any and all liability for any loss, damage, injury or expense that I may suffer as a result of my use of the Party Room, due to any cause whatsoever, INCLUDING NEGLIGENCE ON THE PART OF ASHWORTH SQUARE CO-OPERATIVE;
4. TO HOLD HARMLESS AND INDEMNIFY ASHWORTH SQUARE COOPERATIVE FROM ANY AND ALL LIABILITY FOR PROPERTY DAMAGE, PERSONAL INJURY OR DEATH SUFFERED BY MYSELF OR BY ANY PERSON AS A RESULT OF THE USE OF THE PARTY ROOM;
5. I have read and understood this Release and Indemnity Agreement prior to signing it and am aware that by signing this document I am affecting the legal rights and liabilities of myself and my heirs.

Member signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_  
on behalf of Ashworth Square Co-op Member Appreciation Committee