



Common Room Rental Policy

Approved by the Board of Directors: June 17, 2010:
Revision approved by the Board of Directors, April 23, 2013

The common room is available for private use by tenants subject to the following conditions:

- Common Room will be for the use of **tenants only**. This means only the tenants may use the room for their special event. For example:
 - a. tenants birthday(s),
 - b. tenant's anniversary.

Tenant's extended family events, such as birthday parties, baby or wedding showers for children or grand children or any other family member will not be permitted. **

- Bookings will be accepted up to three months in advance.
- Every tenant will be allowed rental of the Common Room twice each year. For the third rental an additional \$ 75 fee will apply.
- Bookings will be made in writing and must be submitted to our SCV Office Manager during the regular office hours. The request must state the nature of the event, the number of guests expected, and naming the responsible tenant. A form is available in the office.
- The tenant, as the person in charge, must be present at all times during the event and clean-up.
- While is event is in progress, the double doors must remain closed. Guests are not allowed to wander the halls and children must not run up and down the halls. It must be understood that this is an apartment complex and tenants are entitled to a quiet and private environment. Guests are to use the Public Restroom on the First Floor. Door to be closed after use.
- For tenant functions where food is being served and kitchen is being used, there will be a rental charge of \$50.00 this to cover the extra utility cost as well as wear and tear to equipment.
- Tenants must leave the facilities (common room, hallway and entrance) clean!

All chairs, tables, pool table, shuffle boards table centre pieces are to be returned to their proper place. Carpet must be vacuumed; kitchen floor must be damp moped. Table cloths must be washed and returned by the next day.

- Any extra cleaning costs incurred by the custodian as a result of use of the facilities will be charged to the tenant using the facility. An hourly rate of \$ 40 to clean up will be charged.
- The Christian Senior Citizens Home of Chatham has set the maximum number of people who can occupy the common room at one time at 70 persons.
- All guests will arrive via the main building entrance and use the doorbell marked 'common room' to gain access to the common room.
- The room may be decorated for the event; however, adhesive tape (any variety), staples, tacks or nails may not be used on walls, pillars or ceilings. The use of putty adhesive is acceptable. Candles, incense burners and open flames may only be used with extreme caution. Confetti and similar products may not be used. All decorations must be removed before the room is vacated.
- Our building is a Smoke Free Zone, therefore, smoking is prohibited anywhere on the property.
- There are two stoves and two refrigerator available for use in the kitchen. Cutlery, cooking utensils, dishes may be used provide that they are cleaned and returned to their rightful place. The tenant using the common room and kitchen must receive instructions on how to use the dishwasher and be shown where the kitchen utensils are and where they will expected to be after the event is over. Cooking/baking, coffee or tea supplies belonging to South Chatham Village may not be used under any circumstance.
- Music and noise from the event will end by 10:00 p.m. The facilities must be cleaned and vacated 30 minutes later.
- Sale of alcoholic beverages in any part of the facility is prohibited.
- Subsequent rental to tenants that have damaged the facilities or failed to clean-up properly will most likely be refused.
- The Common Room will have an open door policy when the room is not rented for a tenant's birthday or anniversary. During "approved" events the doors must be closed.

*** One exception will be made. Tenants are allowed to book for family get-togethers for Christmas. (week-end before and after Christmas days) It may be booked by the same tenant every other year. This will allow everyone an opportunity to use the Common Room during these prime days.*

President

Date