

Richmond Hill Hub Tenant Lounge NEW RULES AND BOOKING PROCEDURE

Effective March 1, 2018

We are currently improving our policy and procedures for renting the Tenant Lounge. As a temporary measure, we request that you please follow the below rules until we have the updated process finalized and distributed to all residents.

How to Request a Tenant Lounge Reservation

- 1) Please complete the attached Lounge Application Form and Agreement. This form is located in the lobby area outside of the elevators.
- 2) Submit the form at least two weeks prior to the reservation date. **We do not accept any reservations with less than two weeks' notice from the event date. Your cheque and application form will be returned to you if your reservation is too short of notice.** Do not mail your request.
- 3) A \$50.00 rental fee for a tenant's private function is required. You must attach the cheque to the Lounge Application Form payable to Housing York Inc. The \$50.00 fee is waived if all tenants are welcome to attend your event.
- 4) Submit the cheque and the Lounge Application Form and Agreement in the Housing York drop box in the elevator area of the lobby.
- 5) Do not call the office or ask your superintendent about the status of your application or the availability of the lounge. You will receive written confirmation when your booking is finalized.

Confirmation of Lounge Booking

- 1) In most cases, you will receive a written response to your request in the form of a letter from Housing York within **three business** days. Please do not call the office to reserve the date or make inquiries about availability as we will be responding only to completed Lounge Application Form and Agreement.
- 2) The reservations will be reviewed and approved on a first come, first serve basis only. Each Lounge Application Form will be date stamped on the day it is received by Housing York.



Daily Use of Tenant Lounge by Residents

- 1) The lounge and patio are available for tenant use only. The lounge will be open every day from 9:00 a.m. to 10:00 p.m. Access to the patio will be limited only when the tenant lounge is reserved for private tenant functions.

Lounge Rental Rules

- 1) The tenant lounge is considered an extension of your home and should be treated as such. You will be required to explain the purpose of your rental request on the Lounge Application Form and Agreement. We ask for this information to ensure that the lounge is used for tenant functions only, and not for outside community functions. You must be attending the event with your guests.
- 2) The room capacity is 50 persons as per the Fire Code regulations. To ensure your safety and the safety of your guests, no more than 50 people are allowed in the room at one time. The room capacity will be strictly enforced.
- 3) Tenants are responsible for their guests' behavior. The tenant is responsible for repair costs resulting from their guests' actions.
- 4) You are responsible for cleaning the tenant lounge, kitchen and washroom outside the tenant lounge by the end of the event.
- 5) The function must end no later than 10:00 p.m. and the lounge must be cleaned by you by 10:15 p.m. The room will be locked by 10:15 p.m.
- 6) Other tenants living near the tenant lounge must not be disturbed by the function. Excessive noise will not be allowed and party noise must be contained within the tenant lounge.
- 7) Minors must be supervised in the tenant lounge.
- 8) All function activities must remain inside the tenant lounge area.
- 9) The lounge rules are subject to change. We will post new rules when they do change.
- 10) Do not use glass containers on the patio.



- 11) A \$75.00 cleaning fee will be added to your tenant account if the lounge is not left neat and tidy. Housing York will solely determine the room condition after an event.
- 12) The tenant's account will be charged for any damages to the room.
- 13) No alcohol will be permitted in the tenant lounge.
- 14) Pets are not permitted in the tenant lounge or on the patio.
- 15) Smoking is not permitted on the lounge or patio.



Rental Agreement for Richmond Hill Hub Tenant Lounge

I _____ (Tenant name) living in unit _____ at the Richmond Hill Hub acknowledges that I understand all the lounge rental rules and will follow them.

I understand that it is my responsibility to clean the tenant lounge, kitchen and washrooms outside of the lounge at the end of the event. I understand that my tenant account will be charged for the cost to clean or repair any damage that either I or my guests may cause while I have reserved the tenant lounge. I acknowledge that all the information I have included in the Lounge Application Form is true.

I agree that any violation of the rules and/or this agreement may result in losing the privilege to rent the tenant lounge.

Date of Function/Event: _____

Purpose of Function/Event: _____

Time of Function: Start _____ End _____

Number of people attending: _____

Tenant Signature _____ Date: _____

Date received by Housing York: _____

Housing York Employee Signature: _____

