

The Martello, H.C.C.C. #259
POLICY FOR USE OF THE BILLIARDS ROOM

The Billiards Room belongs to the unit owners and each owner/resident is encouraged to use the facilities. To ensure that the Billiards Room is properly used and maintained, the Board of Directors has approved the following policies. These policies have been developed with due consideration and respect for the various needs of all residents.

AGE RESTRICTION

Anyone under the age of 19 years must be accompanied by an adult resident at all times while using the room. The adult resident must also sign this form agreeing to take responsibility for the room.

CAPACITY

The Billiards Room has a maximum capacity of _____ **people**, as determined after inspection by the fire department.

BOOKING THE ROOM

The room must be booked through the Concierge. All bookings are first-come-first-served. The room may be booked for an evening however, if demand warrants, bookings will revert to maximum periods of **90 minutes** to provide equal opportunity to all residents. Any on-going functions/activities should be booked a month in advance and then rebooked at the first of each month.

The following information is required at booking:

- Name and unit number of owner
- Date of event
- Number of people
- Time event to start and finish
- Other requirements (if any)

DAMAGES

The Concierge, along with the resident who booked the room, will inspect the room before and after a function. If there is damage to the walls, floors, fixtures, furniture, etc. cost of repairs will be the responsibility of the resident. The Board of Directors will initiate the repairs and the cost will be charged to the individual who hosted the event.

CLEAN UP

The room must be left in the same condition it was found. The resident booking the function is responsible for the clean up. The clean up may be completed by the resident, or the resident may make an arrangement with the Concierge to hire the services of a cleaner. Any costs that result from this arrangement are to be paid directly by the resident booking the room. Should the Concierge find it necessary to have the room cleaned, the cost of cleaning will be charged to the resident booking the room.

ENDING TIME AND NOISE

Since we all must respect the other residents of the condominium, all social functions should be finished by 1:00 a.m..

INDIVIDUAL RESPONSIBILITIES

Responsibility for whatever happens in the room, or to its contents, as the result of a function, lies with the individual booking the function.

The host must make appropriate arrangements for guests entering the building to ensure the safety and security of all residents. The names of all outside *Guests* must be provided to the *Concierge* staff in advance of the event.

Doors to the lobby are to be kept closed during the function, to lessen any possible disturbance to other common areas. Under no circumstances should the event spill out into the front lobby.

SMOKING

Smoking is not permitted in the building or within 15 meters of the entrance.

ALCOHOLIC BEVERAGES

If alcoholic beverages are served, the host shall ensure that this is done in a responsible manner. The host is guided by the same laws, regulations and liabilities that apply to serving alcohol to guests in your private home, condo suite, etc.

I, _____ of Unit _____ agree to
Name (Please Print)

abide by the policy for use of The Billiards Room at The Martello.

Signature

Date