

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

The Multi Purpose Room belongs to the unit owners and each owner/resident is encouraged to use the facilities. To ensure that the Multi Purpose 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.

TYPES OF FUNCTIONS

The purpose of the meeting room is that it be used for resident social functions. Functions have been divided into two types - "in house" functions and "outside" functions.

Any function that has been booked by a resident or unit owner and is open only to residents is an "inside" function.

Examples - Christmas party, summer/fall party, bridge/card games, tea parties, board and other meetings.

Any function that has been booked by a resident or unit owner that will include people that are not owners or residents is an "outside" function. **A damage deposit of \$200.00 is required for all "outside" functions. Provided no damages or costs arise from the "outside" function, the deposit will be returned in full.**

CAPACITY

The Multi Purpose 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. 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
- Type of event
- Number of people
- Time event to start and finish
- Deposit received (if required)
- Other requirements (if any)

DAMAGES

The Concierge, along with the person 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 person who booked the room. The Board of Directors will initiate the repairs and the total cost will be charged to the person who sponsored the event.

CLEAN UP

The room must be left in the same condition it was found. The person booking the function is responsible for the clean up. The clean up may be done by the owner/resident, or the owner/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 individual 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 elevator 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 or elevator lobby areas.

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 Multi Purpose Room at The Martello.

Signature

Date