



**Barrie Municipal**  
Non-Profit Housing  
www.bmnphc.com

Victoria Village  
72 Ross Street, Unit 2  
Barrie, ON  
L4N 1G3

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## Appendix 1

### **Community Room Usage Agreement**

I \_\_\_\_\_ (print name) acknowledge and understand that:

- I have received, read and understood the Community Room Usage Policy and agree to comply with the terms listed within it
- I have paid a \$ \_\_\_\_\_ security deposit for the community room booking and that all monies will be refunded to me after the post rental inspection has taken place. In the event that damage was caused throughout the course of the rental, I understand that the security deposit will be held by BMNPHC in trust until a quote can be obtained for the damages caused and/or replacement of items. I further understand that if the amount of the damages, cleaning and/or replacement cost is less than the security deposit that I will be refunded the difference between the deposit and costs incurred. If the damage/cleaning/replacement costs exceed the security deposit, I will not be entitled to the security deposit and will be financially responsible for the remaining balance of the costs incurred
- It is my personal responsibility as a tenant of BMNPHC, that in the event that any damage, theft or loss should occur throughout the course of the rental of this room for my private function, that I will be held financially accountable
- It is my personal responsibility as a Tenant of BMNPHC, for all of the guests that I have invited to my private function and their behavior. Further I agree that my guests will not impact the reasonable enjoyment of the premises for other tenants living within the building
- I may be served with a Landlord and Tenant Board Form N5 – Notice of Eviction, if I do not pay for the damages, theft or loss incurred throughout the time of the rental, or if the conduct of myself or my guests impacts the reasonable enjoyment of the premises
- I will be financially responsible for the fees associated with false fire alarms in which the fire department is dispatched to the community room throughout the course of the rental
- It is my responsibility to return the room to the condition it was in prior to my event and that failure to do so may result in the services of a third party cleaning company or internal cleaning staff being used to bring the room back to its original condition. I agree that I will be financially responsible for the cost of cleaning

- That I must complete a pre-event and post-event walkthrough with a site staff where we will audit the condition of the room before the security deposit will be returned
- When and where possible, the Community room will be booked for Tenants and Groups on a first-come-first-served basis

**I also agree to abide by the following rules:**

- Community Room space is open for rental between the hours of 8:00am and 11:00pm Monday through Sunday
- Outside of the Community room:
  - Children must be supervised
  - No furniture from inside the Community room will be moved outside
  - No loud music will be played
  - Cigarette butts will be properly disposed of
- No alcohol or illegal substance consumption in or around the community room
- No smoking (of any form) within the community room
- No blocking of hallways and/or emergency exits
- No illegal activities inside or around the community room
- I will not leave my decorations behind (unless discussed and approved during the inspection prior to the rental)
- I will not use any equipment and/or supplies owned by BMNPHC unless prior arrangement was made.
- The garbage generated throughout the course of the rental will be disposed of in the garbage chute room properly (placed down the chute) in the building that I reside in
- Ensure that the fridges, freezers and other appliances remain plugged in to their respective outlets
- No exchange of money shall be done in the community room and no business shall be performed; subject to the discretion of the Executive Director
- No more than \_\_\_\_\_ people are allowed in the community room
- I will deliver notice to the tenants who adjacent to the community room to inform them of my rental and allow them to contact me in the event that there are any problems

I understand that if I have breached any of the rules and conditions stated above, I can be held financially responsible and/or be served with a notice of eviction and/or lose the right to rent the space again subject to post event inspection.

**Community Room Rental Details:**

|  |  |
|--|--|
| Date and Time of Reservation   |  |
| Purpose of Use   |  |
| How many guests will be in attendance  |  |
| Pre-Event Inspection Date and Time   |  |
| Post-Event Inspection Date and Time  |  |
| Date and time for key pick up for the community room (Before the event)      |  |
| Date and Time for returning keys up for the Community room (after the event) |  |

**\*\* Please staple the receipt for the Security Deposit and Rental fee (if applicable) to this page\*\***

By signing this document, I agree to abide by the Community Room Usage Policy, Rules and Procedures

\_\_\_\_\_  
Name of Tenant (Print)

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Name of BMNPHC Staff (Print)

\_\_\_\_\_  
Signature of BMNPHC staff

\_\_\_\_\_  
Date

## Community Room Checklist

| Area/Item  | Pre-Event | Post-Event | Comments (Use additional pages if necessary, photograph any existing or caused damage ) |
|--|-----------|------------|---|
| Cupboards are locked and/or inventoried                  |           |            |   |
| Fridges locked and/or inventoried                        |           |            |   |
| Counter tops clean and free of defects                   |           |            |   |
| Counter top appliances clean and free of defects         |           |            |   |
| Number of Tables   |           |            |   |
| Table damage and/or scratches                            |           |            |   |
| Number of Chairs   |           |            |   |
| Chair damage and/or scratches                            |           |            |   |
| Floor is clean and no evidence of damage                 |           |            |   |
| Walls are free of holes and damage (unless noted)        |           |            |   |
| Cleaning Supplies present (pail and mop, cleaner, cloth) |           |            |   |
| Washroom clean and properly stocked                      |           |            |   |
| Oven and Cooktop clean and free of defects               |           |            |   |
| Existing art and decorations free of defects             |           |            |   |
| Lights and light shades free of defects                  |           |            |   |

Other Comments:

**Pre-Event Inspection:**

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Signature of BMNPHC staff

\_\_\_\_\_  
Date

**Post-Event Inspection:**

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Signature of BMNPHC staff

\_\_\_\_\_  
Date