

**ALFRED HAENCHEN CO-OPERATIVE HOMES INC.
COMMUNITY CENTRE RENTAL AGREEMENT**

BETWEEN: ALFRED HAENCHEN CO-OPERATIVE HOMES INC.
hereinafter called "the Co-op"

AND: _____
hereinafter called "the User"

The user has requested the use of the Co-op's Community Centre for:

DATE OF EVENT: _____

BETWEEN THE HOURS OF: _____ **AND** _____

DESCRIPTION OF EVENT: _____

**REPRESENTATIVE OF USER
ORGANIZATION (IF APPLICABLE)** _____

DEPOSIT REQUIRED: _____

CONDITIONS:

1. The user has read the Community Centre Use Policy and the Rules and Regulations for the use of the Community Centre and agrees to abide by them.
2. The user has paid to the Co-op a deposit in the amount indicated above.
3. The user (or the user's representative named above) will be present throughout the events.

ALFRED HAENCHEN CO-OPERATIVE INC.

USER: _____

PREAMBLE

The Community Centre forms an integral part of the Alfred Haenchen Co-operative Homes Inc. community and, as such, is regarded as “an extension of our member’s homes”. The Community Centre is, therefore, available for use by all members. It’s usage may involve a variety of activities such as a drop-in area, a library, a games room, a play area, a meeting space and for private functions. The list is endless.

PRIORITIES

The Community Centre may be reserved for any Co-op activity, for use by other Co-operatives or Co-operative Organizations, by Community Organizations or by individual members of Alfred Haenchen Co-operative. Requests will be dealt with in accordance with the following priorities:

- A) Internal Co-op Business (Board and Committee’s Meetings)
- B) Internal Co-op Social Events
- C) Internal Private Member Functions
- D) External Co-op Sector Events
- E) External Non-Profit Organization Events

APPROVAL CRITERIA

Approval for the use of the Community Centre will be given to individuals or organizations whose principles, goals and objectives are compatible with those of Alfred Haenchen Co-operative Homes Inc.

RENTAL AGREEMENT AND DEPOSIT:

1. At the signing of this Agreement, the Member will provide the Co-op with a \$100.00 deposit in the form of a cheque payable to the Co-operative. The deposit will be returned to the Member after a satisfactory inspection of the premises has been completed and the key has been returned to the Co-op
2. Any damages to the Co-op Centre or furnishings by the Member, the Member’s family or guests will be repaired by the Co-op, and the Member will be billed directly for any expense.
3. Approved requests for use of the Community Centre for Alfred Haenchen Co-operative events (priorities A, B& D) will not require the signing of a rental agreement or the payment of a deposit.
4. Approved requests for use of the Community Centre by individual members and external organizations (priorities C & E) will require the signing of a Community Centre Rental Agreement and the payment of a \$100.00 deposit prior to the scheduled event. The \$100.00 deposit will be returned within FIVE (5) days after the scheduled event provided there is no damage to the Community Centre and the areas used are properly cleaned.

REQUEST PROCEDURE

PRIORITIES A & B : Requests for use of the Community Centre will be made through the Co-op office.

PRIORITIES C, D & E: Requests for use of the Community Centre will be made through the Co-op office and are subject to approval by the Board of Directors. Requests will be considered, in accordance with the established priorities, on a first-come, first-serve basis. Approved requests will not be confirmed until receipt of a signed Rental Agreement and deposit.

AREAS OF USE

Requests will be considered for the use of the Community Centre Board meeting room or Social meeting room and kitchenette. The washrooms and laundry facilities must always remain accessible to all members and their families, however. The Co-op office will not be available to any individual or Organization, either internal or external.

YOUTH ACTIVITIES

Youth activities in the Community Centre are welcomed. However, all youth activities must be supervised by a Co-op member approved by the Board of Directors. Youth may recommend to the Board of Directors those co-op members whom they wish to supervise youth activities in the Community Centre.

LEGAL RESPONSIBILITIES

1. The Member\Non-Member agrees to observe all fire regulations and restrict the number of people present in the Co-op Centre at one time to number specified by the fire department.
 - 1.1 For Board room 31 persons with chair, 24 persons with table & chair and 21 persons if alcohol is being served.
 - 1.2 For Social room and kitchenette 52 persons with chair, 41 persons with chair & table and 35 persons if alcohol is being served.
2. The Member\Non-member is responsible for the Co-op Centre from the time the key is issued until the key is returned to the Co-op.
3. The Member\Non-member will provide the Co-op evidence of liability and contents insurance.
4. **ALCOHOLIC** beverages may not be served in the Co-op Centre to anyone under nineteen(19) years of age.
5. If liquor is to be **SOLD** at the function, the Member's will provide the Co-op with a copy of the *Special Occasion Permit* before the keys will be issued.

6. If ALCOHOL is being served , the member\ non-member will provide the Co-op evidence of liability insurance coverage.

MEMBER'S\NON-MEMBER'S RESPONSIBILITY TO UPHOLD CO-OP POLICIES

1. Member\ Non-Members are required to advise their guests of the Vehicle Control Policy and any other policies and \or guidelines that may affect the Co-op property or the rights of other Co-op members in relation to this use the Centre.
2. Children attending a function at the Co-op Community Centre must be supervised by a responsible adult(s) at all times.
3. NO SMOKING is permitted inside the Co-op Community Centre.
4. If any poster\s or other such decorations are to be hung on the wall\s, the Member\ Non-Member agrees to use only masking tape or non-marking removable adhesive. Thumbtacks, stickpins and cellophane tape may not be used.
5. The Member\ Non-Member will remove all garbage accumulated during this function and have the Co-op Community Center cleaned no later than 11:00 a.m. on the morning following the function. The exception to this will be if the Co-op has a function planned for earlier in the day.

INSPECTION AND REFUND PROCESS

1. The Co-op shall ensure the condition of the Co-op Community Centre is satisfactory when the keys are issued to the Member\ Non-Member.
2. The Co-op shall inspect the Co-op Centre when the keys are returned to the Co-op.
3. The Member\ Non-Member shall make arrangements with the General Manager or delegate for a mutually agreeable time to inspect the Co-op Community Centre after use. If the Member\ Non-Member is not present at the agreed upon time of inspection, the staff or Director will conduct the inspection with another member.

SCHEDULES TO THIS AGREEMENT

1. **Schedule 1.** Co-op Centre Inspection Report attached here to shall form part of this Agreement.

SIGNATURES

Agreed to and signed this _____ day of _____ 19 _____

For the Co-op:

For the Member\ Non-Member:

CO-OP CENTRE RENTAL AGREEMENT

Schedule 1

CO-OP CENTRE INSPECTION REPORT

RENTING MEMBER: _____

DATE OF FUNCTION: _____

DATE AND TIME INSPECTION: _____

INSPECTED BY: _____ AND _____

AREA	GOOD	FAIR	POOR
Floors			
Kitchen			
Appliances			
Garbage Removed			
Furniture			
Washrooms			

COMMENTS
