

APPLICATION FOR USE OF COMMON ROOM

I/WE

Name of Convenor

Organization

Address:

Telephone No.:

(the "Convenor") hereby apply to use the Durham Region Non-Profit Housing Corporation ("Durham

Housing") common room/residence centre located at _____ for the following event (description and details):

Scheduled Date and Time

Duration of Event

Anticipated # of Attendees

I/WE agree that the use of the common room is subject to the following terms and conditions:

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| <p>1. The common room may be used by tenants of Durham Housing and by outside community agencies.</p> <p>2. Contact the Executive Assistant 436-6610 (ext. 213) prior to using this form if this is a "For-profit" event.</p> <p>3. The number of occupants in the common room must comply with the fire safety regulations for that site.</p> <p>4. All activity is restricted to the common room and no loitering in the lobby or hall, where applicable, is permitted.</p> <p>5. No smoking or illegal activities are permitted at any event.</p> <p>6. No serving or consumption of alcoholic beverages are permitted at any event without the expressed advanced approval from Durham Housing. Conveners must obtain appropriate permits, and liability insurance per Durham Housing's specifications. Please contact the Head Office for more information regarding these requirements.</p> <p>7. The superintendent or designate will open and close the common room and at that time will monitor the condition of the common room before and after each use. A checklist will be provided to ensure that all maintenance items have been covered by the user group. The convenor is directly responsible for the behaviour of all guests and must remain at the event at all times. The convenor must provide access to the building and/or the common room and ensure that there is no excessive noise. Consideration for other residents living in close proximity to the room must be demonstrated at all times.</p> <p>8. Usage of the common room, including set-up and clean-up, is restricted to the hours between 9:00 a.m. to 10:00 p.m. The last daily booking will be accepted at 8:30 p.m. to ensure that the common room can be restored to its original condition by the 10:00 p.m. deadline.</p> <p>9. Booked hours must include set-up and clean-up time. Bookings must be arranged a minimum of seven (7) days prior to the event by completion of this application form which should be forwarded to Durham Region Non-Profit Housing Corporation at 28A Albert Street, Oshawa, ON L1H 8S5 or call (905) 436-6610, or (905) 686-1278 (Ajax Line) ext. 213.</p> | <p>10. Residents with outstanding balances on their account or in breach of their tenancy agreement will not be able to book the common room as long as the default continues.</p> <p>11. Applications will be approved on a "first-come, first-serve" basis and must be accompanied by a non-refundable fee <u>and</u> a refundable deposit according to the current fee schedule in order to be considered. Confirmation that the booking has been approved will be given by Durham Housing. For common room fees and deposits required, please contact our office.</p> <p>12. The deposit will be held until the Superintendent or designate verifies that the common room has been restored to its original condition. Social clubs holding regular, recurring events may wish to leave the refundable deposit on hold with Durham Housing.</p> <p>13. Should the common room not be left in its original condition, the convenor will be held responsible for any loss, breakage, cleaning or damage to equipment or premises. If costs exceed the deposit, the convenor will be invoiced.</p> <p>14. Durham Housing will not be liable or responsible in any manner whatsoever for any damages sustained by any individual or corporation as a result of the convenor's use of the common room and the convenor shall indemnify and save harmless Durham Housing against any and all claims and expenses presented by any person, firm or corporation for any loss or damages resulting therefrom.</p> <p>15. This agreement is subject to final approval by Durham Housing. The Corporation reserves the right to prohibit any activity that it does not deem to be beneficial for the project as a whole. The event must proceed as described above. Changes to the event cannot be made without prior approval being given by Durham Housing. Failure to comply with the terms of this agreement can result in loss of booking privileges and/or financial liability as outlined above.</p> <p>16. Extra parking is not available exclusively for those guests utilizing the common room. Guests must park in designated visitor parking and any unauthorized vehicles parked illegally will be towed.</p> |
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I/WE (Convenor Names/Organization) _____ **hereby agree to abide by the terms and conditions outlined above.** **(Signature Required)**

Event approved by: _____ **of the Durham Region Non-Profit Housing Corporation.**

Date: _____

Fee received by _____ **Deposit received by** _____