

POLICY STATEMENT 24 - PARTY ROOM BOOKING POLICY

Aim

1. The aim of Policy Statement 24 is to formalize and document how the Westpark Party Room is to be used and the related procedures for its use.

General Information:

2. The party room is available for use by all residents of the building.
3. The party room is the central meeting place for the Westpark community and is the hub of its social activities.
4. The party room may be reserved for the following purposes, in order of priority:
 - a. Corporation events such as Board meetings, information meetings for residents, etc;
 - b. Private functions booked by residents for family occasions;
 - c. Social events open to all residents.
5. Outside of these booked functions the room is accessible to any and all Residents during its posted hours.
6. Religious services, meetings for commercial and quasi-commercial organizations, such as for example: Weight Watchers meetings, Tupperware parties, Toastmasters meetings are not permitted. The Board of Directors reserves the right to make the final decision in its sole discretion as to whether or not an activity is deemed to be acceptable.

Booking and Use Guidelines:

7. A minimum of seven days notice is required to book the Party Room.
8. The Party Room may be booked by a resident for a private function by completing and submitting a Party Room Reservation Form, indicating the type of function, date and time, a contact person and acceptance of the related rules and conditions. Reservation forms are to be submitted to the Property Manager.
9. The Party Room may be booked by resident social groups by completing and submitting a Party Room Reservation Form indicating the type of function, date and time, a contact person and acceptance of the related rules and conditions. Reservation forms are to be submitted to the Property Manager.
10. A booking will be accepted only upon receipt and review of the Reservation Form and a cheque where a cheque is required.

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11. The Party Room Reservation Form must be accompanied by a cheque for \$100 as a cleaning/damage deposit. Deposit cheques are not required for Corporation events or social events open to all Residents.
12. A list of recurring resident social events shall be posted in the Mail Room bulletin Board, in the kitchen as well as on the Westpark Website.
13. The Party Room is a common element and is part of each resident's home at Westpark. Individuals and groups booking the room are required to leave the room in the same condition in which they found it. This responsibility lies with the person booking the room.
14. If an event results in damage to the party room, or if the room is not properly cleaned following an event the following will take place:
 - a. The resident who booked the room will be given the opportunity to be present for a post-inspection of the party room, kitchen and washrooms with the Superintendent or other Corporation official;
 - b. any damages or cleanliness problems are to be noted on the Individual Party Room Reservation Form and the form will be signed by the responsible resident and the Superintendent or other Corporation official;
 - c. the Superintendent will forward the form to the Property Manager for consideration by the Board of Directors;
15. The booking the Party Room authorizes the Corporation to deduct the cost of any repairs or cleaning from the security deposit. If the cost of such repairs exceeds the amount of the security deposit, the full cost of repairs less the amount of the security deposit shall be assessed against the unit owned or occupied by the individual and may be recovered in the same manner as common expenses.
16. The Board of Directors delegates authority to resolve any issues, disputes, questions or concerns regarding the party room to the Property Manager.
17. All events in the party room are subject to the prior approval by the Corporation's Board of Directors.