

Dundee Court Amenity Room Booking Form

Member Name: _____

Member Address: _____

Member Phone #: _____

Date Requested: _____ Time Requested from _____ to _____

- To rent the amenity room, fill out this rental form and submit it to Heather Lahoda via email to dundeeamenity@gmail.com or drop it off to her mail box at 4-5411 Killarney St.
- Rental fee is \$30.00 there is a \$100.00 refundable damage/cleaning deposit. Make cheques payable to Dundee Court Housing Co-op.
- If you need to cancel, please do so as soon as possible
- Booking time includes your set up and take down/clean up time. You must have music off by 10pm, clean up must start no later than 11pm and you must be out of the hall by midnight. Remember that there are people living upstairs and all around the Amenity Room so ensure that all noise is kept to a minimum. Amplified music should be kept loud enough for your guests to enjoy but not so much so that it bothers other members. Visiting children are permitted to use the playground but should do so with a parent or guardian watching over them. Your guests should be inside the amenity room after 9pm.
- **Cleaning:**
 - Wipe and dry any tables and chairs you use and put them away afterward
 - Clean and wipe down kitchen counters and appliances and ensure that any dishes used are cleaned and put away.
 - Remove any food and/or beverages you brought in with you
 - Take down any decorations you put up
 - Washrooms should be left in good condition
- **Garbage:**
 - Do not empty coffee grounds into the kitchen or bathroom sinks or toilets
 - Do not leave any garbage – after your event, all garbage should be bagged and removed
 - The recycling bin outside of the amenity room is for paper only, do not put garbage in it
 - Ensure that the common area outside of the amenity room is tidy ie; clear of garbage and/or cigarette butts
- **Parking:** Please ensure that your guests are aware there is no visitor parking. Your guests must park on Dundee, Killarney or Kingsway. Anyone parking in the firelanes, or in the parking spot of members, will be towed at their expense.

There is NO smoking in the amenity room, this includes cannabis and vaping as well.

On the day of your booking, the key to the amenity room will be placed into the Lahoda mailbox for you to pick up. Please return it there as soon as your event has ended and you have ensured the room has been cleaned.

