



# DUNDEE COURT HOUSING COOP

## AMENITY ROOM RENTAL RELEASE FORM

MEMBER'S NAME: \_\_\_\_\_ MEMBER'S PHONE NUMBER: \_\_\_\_\_

MEMBER'S ADDRESS: \_\_\_\_\_

DATES BOOKED: \_\_\_\_\_ TIME BOOKED: \_\_\_\_\_

**Booking Time:** Booking time includes both setup and cleanup. Please ensure that your event has ended and is cleaned up by 12:00 midnight. All guests must remain inside the Amenity Room between 9:00 AM and 9:00 PM in accordance with co-op curfew rules.

**Noise:** Keep microphones and amplified music at a reasonable level. Music and microphones must be turned off by 10:00 PM. Please ensure your gathering does not disturb other co-op members.

**Parking:** There is no visitor parking on-site. Guests must park along Dundee Street, Killarney Street, or Kingsway. Parking regulations are strictly enforced and vehicles may be towed at the owner's expense.

**Smoking:** Smoking and vaping is strictly prohibited inside the Amenity Room. Please ensure all cigarette butts outside are properly picked up and disposed of.

**Garbage:** Do not leave any event garbage behind in the Amenity Room. Do not dispose of coffee grounds in the kitchen or bathroom sinks, or in the toilet. The outdoor recycling bin is for paper only.

**Playground:** If the playground is used, it will be the members responsibility to clean up all garbage. Additionally, please ensure that all playground toys are properly put away and not left on the sidewalks, to maintain a safe and tidy environment for everyone.

**RENTAL FEE AND KEY CHECK LIST: (RETURN THIS FORM WHEN YOU RETURN KEYS FOR SIGN OFF).**

- ☐ \$30 Room Rental Fee Cheque - Received
- ☐ \$100 Room Rental Deposit Cheque - Received
- ☐ Amenity Room Keys - Returned

**CLEAN UP CHECK LIST: (YOU ARE RESPONSIBLE TO PROVIDE YOUR OWN CLEANING PRODUCTS).**

- ☐ Wipe and clean all tables and chairs
- ☐ Properly put away all tables in the closet—leave out 2 large tables and 1 small table
- ☐ Stack all chairs on the provided carts and store them in the corner of the room
- ☐ Sweep and mop all floors (amenity room, washrooms, and kitchen)
- ☐ Clean the kitchen: Wipe down the counters and clean all appliances
- ☐ Clean both washrooms and replace all washroom toiletries
- ☐ Remove all event foods and beverages from the kitchen
- ☐ Remove all event garbage from the amenity room
- ☐ Empty all trash cans and replace with new garbage bags
- ☐ Take down all decorations from walls and ceiling
- ☐ Close and lock all doors and windows
- ☐ Ensure the outside areas near the Amenity Room is free of garbage

**FAILURE TO DO ABOVE MAY RESULT IN YOUR DEPOSIT NOT BEING RETURNED TO YOU**

AMENITY ROOM COORDINATOR SIGN OFF: \_\_\_\_\_ DATE: \_\_\_\_\_