

## **PARTY ROOM POLICY**

This purpose of the Party room policy is to establish rules and regulations for members of Muriel Collins Housing Co-operative and outside renters, including organizations, companies and other party(ies) approved to use the facilities.

### **Party room bookings are to be prioritized in the following order:**

- Board meetings, AGM (Annual General Member meetings) and GMM (general members' meetings)
- Committee meetings or other meetings involving Board and/or committee members planning for co-op events or related business
- Committee bookings for co-op and/or related social events that are open to all members of the co-op
- Members' private bookings (*long-term guests, adult children of households may use the party room only if a member books the room for them, and assumes all responsibility*)
- Outside renters' bookings (not-for-profit organizations, companies, groups authorized to use the room)

### **Outside organizations, groups and/or parties:**

Outside organizations (such as not-for-profit organizations, companies, parties authorized to use the room) wishing to use the party room at no cost or a reduced rate must obtain approval from the Board prior to booking. The Board will take into consideration if the party/organization benefits the co-op and its membership, when making this decision.

Liability insurance is required for outside organizations, companies and/or groups and must name Muriel Collins Housing Co-operative as a covered party on the insurance certificate. A copy of the insurance must be provided to the office in advance of the booking, along with the cash deposit. Prior approval from the Board is required.

### **Minimum age requirement for booking the party room:**

The minimum age to book a party room is eighteen (18) years of age (for members, outside renters, etc.). Anyone under eighteen (18) wishing to use the room must have an adult eighteen (18) years of age or older, who is a member of the co-op, book the party room and remain on site for the duration of the booked event. This also applies to members booking the room for outside guests. Anyone under the age of nineteen (19) booking the party room may not serve or have any alcohol present at the event.

### **Alcoholic beverages:**

The following restrictions apply to parties serving alcohol:

- The member/renter must be nineteen (19) years of age or older
- The party room is considered a private space. This means no liquor license is required for members renting the room for private events within the co-op. (*According to the Alcohol and Gaming Commission of Ontario, a liquor license must be obtained by the LCBO for selling and/or serving alcohol, if a venue is open to the public.*) As long as the party room is not generally open to the public, it will remain a private space for members of the co-op and pre-approved groups only.
- As with all events booked in the party room, members are expected to exercise care when serving alcohol at their functions, as they are responsible for damage and guests' behaviour.

### **Internal/private member rentals:**

#### Before you book:

All party room bookings must be made through the office. Reservations are made on a first-come-first-serve basis and secured only once a deposit and payment are made. A receipt will be provided for payments made in cash.

\$50.00 payment must be made by any member booking the Party Room and must be deposited with office before the function takes place. (Board, Member meetings, Committee Meetings & related co-op functions are exempted from deposit)

Please notify On-Call at least one (1) hour before your booking time to confirm time party room is to be opened.

Please note if you are a Member of a committee but are holding your own function you are subject to the \$50.00 deposit. This will be returned to you provided the room is left in satisfactory condition.

Office staff may use discretion in booking events where members have not yet secured their reservation with a cash deposit. For example, if two members/parties would like to book the party room at the same time and on the same date, the member who pays the cash deposit first has priority.

Staff may refuse booking the party room to anyone who is suspended from using the room (as per the Board's decision), and may cancel any bookings for which no cash deposit was made prior to the booking.

Exceptions to party-room fees and booking events:

Members, committees and approved groups wishing to request that fees be waived or other accommodations or changes be made for their booking must make these requests in writing to the Board of Directors. This should be done well in advance of the proposed booking, to allow time for review and approval in advance. Requests not yet approved by the Board will not be permitted to rent the party room.

After the booking:

This cash deposit of \$50.00 will be returned to the Member only if the party room is left clean and undamaged. There is no fee of rental. Please allow up to 5 days minimum for this process. An On-Call member, must inspect and approve that the party room is in satisfactory condition within five (5) days of the event/booking.

On-Call will check party room before and after event to comply to the cleaning and damage report.

Payment options:

Payments in cash are accepted up to \$50. All cash payments will be issued a receipt. Any payment over \$50 must be made by money order or certified cheque.

PLEASE NOTE THAT COMMITTEES MUST COMPLY WITH THE ABOVE REGULATIONS.

**Guidelines for use of room:**

- No smoking is permitted inside the party room or any indoor, common areas of the co-op. This is in compliance with City of Toronto Bylaw.
- Members renting the party room are responsible for any damages to the room, violation of bylaws, policies and/or illegal acts. Members renting the room for guests, family or outside parties assume full responsibility on their behalf.
- No exotic pets are permitted inside the party room at any time. There may be restrictions on members' pets, subject to the Pet Policy. Service animals are permitted.
- No alterations can be made to the room that restricts access to exits, blocks windows, doorways or prohibit the ability of people to leave the room in case of an emergency, are strictly forbidden.
- Floors must be cleaned and damp mopped if necessary. Fridge, Stove and Kitchen area must be cleaned as well as Tables and Chairs must be wiped down when necessary.
- A maximum of 80 people are permitted in the party room. This may change based on the allowed maximum amount based on fire safety regulations.
- Music and sound in general must be kept at minimum levels after 11:00 pm.
- The function must end by 1:00 am, which includes cleaning up after the event. If more time is needed, a separate time can be booked the next day, provided this is done in advance and provided no one else has reserved the room at that time. Failure to clean up after the event will result in the loss of the cash deposit.
-

## Party room rental agreement for members of Muriel Collins Housing Co-operative

I, \_\_\_\_\_, have read and agree to follow the Party Room Policy's rules and regulations. I understand that failure to meet any of the requirements and/or not adhering to the rules may forfeit my deposit of \$50.00 and that future use of the party room may be suspended indefinitely.

Member/renter name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of outside group/organization or company (if applicable):  
\_\_\_\_\_

Date of the event: \_\_\_\_\_

Time: From: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Emergency contact: \_\_\_\_\_

Phone and/or email: \_\_\_\_\_

Alcohol beverages served at the event? Yes \_\_\_ No \_\_\_

# of tables and/or chairs needed for the event:

\_\_\_\_\_ tables

\_\_\_\_\_ chairs

Please Note: The party room is not booked on the following holidays:  
Easter, Thanksgiving, Christmas, and New Year's Day.

- Anyone wishing to borrow tables and chairs from the party room for private
- Unit parties, must arrange and have prior approval from the office
- Please note that while the courtyard is available during booked events, it is not exclusive for use during the rental of the party room. It is a common space of the co-operative.

## PARTY ROOM CHECK LIST

DATE OF EVENT: \_\_\_\_\_

TIME: From \_\_\_\_\_ a.m./p.m. To: \_\_\_\_\_ a.m./p.m.

Member: \_\_\_\_\_ On Call: \_\_\_\_\_

### INSPECTIONS

Prior

Closing

Kitchen Area: \_\_\_\_\_

Kitchen Area: \_\_\_\_\_

Fridge: \_\_\_\_\_ Stove: \_\_\_\_\_

Fridge: \_\_\_\_\_ Stove: \_\_\_\_\_

Floor: \_\_\_\_\_

Floor: \_\_\_\_\_

Tables: \_\_\_\_\_

Tables: \_\_\_\_\_

Chairs: \_\_\_\_\_

Chairs: \_\_\_\_\_

Washrooms: \_\_\_\_\_

Washrooms: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Inspection completed by:

Inspection completed by:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
On Call designate/staff

\_\_\_\_\_  
On-Call designate/staff

Please Note: The party room is not booked on the following holidays:  
Easter, Thanksgiving, Christmas, and New Year's Day.

- Anyone wishing to borrow tables and chairs from the party room for private
- Unit parties, must arrange and have prior approval from the office