



550 Ontario Street
Toronto, ON
M4X 1X3

T: 416.927.0407
F: 416.927.8926

To: _____ Unit: _____

Attached is the package for booking a common room (Party Room, Play Room or Garden Room) at Hugh Garner Housing Co-op.

Please sign and return the following to the office:

- 1. Letter of Agreement (Schedule A)** for Private Member sponsored Functions
- 2. Checklist of items needed** for the Room booking
- 3. Acknowledgement of the Roof Deck Rules**
- 4. BBQ booking form**, please note that if you require use of the BBQ, you must receive training from Staff or On-Call prior to your event

These pieces must be returned, and filled out completely to confirm the any room booking.

Also attached is for your information is:

1. Procedures for use of the Community rooms
2. Clean-up Check List
3. Hugh Garner Green Roof Etiquette Brochure

MISSION STATEMENT:

Hugh Garner Housing Co-operative provides through democratic participation of its diverse membership, environmentally sustainable, affordable and safe co-operative housing.

Schedule "A"

**Letter of Agreement
for Private Member-sponsored Functions**

BETWEEN:

_____, the "User";

and

Hugh Garner Housing Co-operative Inc., the "Co-operative".

The User hereby agrees to take full responsibility for any cleaning or damage to the _____ (the "Room"), its equipment, the vacuum cleaner, appliances, furniture or fixtures, or its Related Spaces that may occur during the User's use of the Room on _____, between the hours of _____ and _____.

It is acknowledged that the User has paid a non-refundable fee of \$ NIL for the use of the room. The User has also paid a refundable deposit of \$ 100.00.

The User further agrees to pay for the cost of any repairs and/or cleaning to the Room or its Related Spaces that may arise from the User's use of the Room.

The User hereby indemnifies the Co-operative, its directors, officers, members, employees and agents of any liability or claims with regard to personal injury or damage resulting for the Users's use of the Room.

It is acknowledged that the User is hereby bound by the provisions of the Co-operative's *Common Facilities By-law*, Article 2, a copy of which has been supplied to the User.

For the User: _____ Date: _____

For the Co-operative: _____ Date: _____

<input type="checkbox"/> Deposit Rec'd	<input type="checkbox"/> Deposit Returned	Date: _____
<input type="checkbox"/> Fee Waived	Amount: \$ _____	
<input type="checkbox"/> Fee Rec'd \$ _____		



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Items needed for Party Room Use

I, _____ require the following items for the date of my booking:

(Please initial the items that you are requesting)

Please note if you do not make arrangements in advance, you will not be given access to the following:

Dishes _____

I understand that all dishes must be washed and put back into the cupboard before the end of my booking. The dishwasher must be empty of all dishes. I will let the On-Call person know if I break any dishes

Projector & Screen _____

You must provide a \$250.00 deposit cheque for these items. On-Call will provide a remote for this. Do not use the buttons on the ceiling, only use the remote. Please refer to manual, on the PA cabinet for use of the projector. Please do not touch the screen.

Coffee Urn _____

You must verify at the end of my booking that all components are still in the urn.

Please note that audio equipment is no longer available through the co-op. Members must bring their own stereo. ***Bass is not allowed and the volume must be kept to a respectful level. If the noise becomes excessive, On-Call will shut the party down.***

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Clean-up Check List

General:

- Walls, doors and sills:** Clean with warm water and dishwashing liquid. For tough stains, try a little cleansing powder (Ajax, Comet, Old Dutch) and rinse with water. Cleaning supplies are kept under the sink.
- Parquet Floor:** Sweep, broom is located in closet. Swiffer Wet Jet the floors, Swiffer can be found in the closet and pads for the Swiffer are under the sink. Make sure all food and drink stains are gone.
- Carpets:** Vacuum. Be sure to pick up all dirt and crumbs. Report any spills to the On-call Volunteer during the close-up inspection so they can be promptly and properly removed.
- Tables and Chairs:** Wash the tables well. Report any spills on chairs to the On-call Volunteer during the close-up inspection so they can be promptly and properly removed. Put the stained chairs to one side. Put furniture away in the appropriate sopts. Please keep the storage room tidy and organized.
- Garbage:** Empty the trash cans.
- Decorations:** Remove all decorations

Kitchen:

- Counters:** Wash well. Make sure all food particles and stains are removed.
- Sink:** Clean well with all-purpose cleanser which is found under the sink.
- Stove:** Clean all surfaces, including the oven, with water and liquid cleanser.
- Refrigerator:** Clean all surfaces inside and out with water and liquid cleanser. Remove all food you have brought
- Dishes:** All dishes are to be washed and put away. Dishwasher must be empty.
- Floor:** Sweep, broom is located in closet. Swiffer Wet Jet the floors, Swiffer can be found in the closet and pads for the Swiffer are under the sink. Make sure all food and drink stains are gone.
- Empty the garbage can:** Large garbage bags are provided and On Call will open the Garbage room for you.

Roof Deck:

- Clean up any garbage resulting from your function.
- Clean up tables and benches.
- Empty garbage cans and ashtrays.

Garbage Disposal:

- Take all bottles (glass and plastic) and cans to the recycling chute located off the main lobby or P2
- Dispose of garbage in the 8th floor chute room (if they are small bags) . Large bags need to be taken down to the lobby garbage room and On Call will let you in. Do not leave the bags on the floor.



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Acknowledgment of Roof Deck Rules

Member: _____ **Unit** _____ **Date:** _____

Re: Party Room/Play Room/Garden Room/Roof Deck Use on _____

When members have the Party Room, Garden Room or Play Room booked, they are now required to acknowledge that they have received and read the Roof Deck Etiquette Flyer and that:

- The member(s) agree they will not leave children/youth unsupervised on the roof deck;
- The member(s) will ensure that children/youth and guests do not walk, run, or play in the garden beds or pond area
- The member(s) will ensure that all guests will not place items on the ledge of the roof
- The member(s) will ensure that all garbage is disposed of in the garbage cans provided
- The member(s) will ensure that all cigarette smoking is done in the designated smoking areas and the ashtrays provided are used to dispose of butts

SMOKING IS NOT ALLOWED ON ANY OF THE WOOD DECKING

- The member(s) agree that there is no barbecuing allowed anywhere on the roof deck, other than the designated area with the co-op gas bbq.

Failure to comply with these rules could result in the loss of the use of the common area rooms for a period of time determined by the Board of Directors.

This acknowledgement must be endorsed by the member who has booked the room and returned to the office in advance of the room use. If this is not returned, the room will not be made available.

By signing below, you/we acknowledge having read and understood the guidelines for the roof deck.

Member

Member

Date

MISSION STATEMENT:

Hugh Garner Housing Co-operative provides through democratic participation of its diverse membership, environmentally sustainable, affordable and safe co-operative housing

Hugh Garner Housing Co-operative Inc.

Procedures for Use of the Community Rooms

Use of the Community Rooms (Party Room, Garden Room, and Playroom) and the Roof Deck is a privilege. You can lose this privilege if you and your guests do not follow the by-laws of the Co-op and the following procedures.

You have exclusive use of a Community Room (Party Room, Playroom or Garden Room) during your booking period. You and your guests are *sharing* the Roof Deck with all members and their households. ***Please keep your function confined to the room you have booked.***

On-Call Phone No. 416-726-7961

Leave a voicemail with a number and they will call you back

SET-UP

1. Don't use any kind of tape, nails, staples or tacks on the walls when putting up decorations. Use only. ***You may attached decorations to the wooden border only.***
2. Keep tables and chairs away from the walls.
3. Remember: there is no smoking in any of the co-op's common areas.

Smoking is allowed on the roof

**ON THE CONCRETE PAVERS OUTSIDE EITHER DOORS ONLY.
DO NOT SMOKE ON THE WOODEN DECK.**

Please make sure you use the ashtrays to dispose of the butts, and not the gardens beds!

4. We provide big garbage bags in the party room Garbage bins.. Don't forget at the end of your booking, call the On Call to lock up and they will take you to garbage room to dispose of your big bags of garbage. **No big garbage bags in the chute!**
5. The washrooms outside the Party Room are used by all members.
6. Staff will post your name on the notice board outside the booked room during your function.
7. The Community Rooms share an ***Enter phone connection.***
The buzzer code is 286 – Press 6 to let people in.
It is not an outside line, so you cannot make phone calls. Note: since all three rooms use the same connection, a phone connected in any of the rooms will ring when someone buzzes from the lobby.
8. Please do not prop open any door to the building to provide access for your guests, this is a security issue.

Safety

1. *Nothing* is to be thrown off the Roof Deck!
2. No one should climb onto the parapet wall (the wall around the Roof Deck), the housing over the stairs, the fans, or the roof over the Party Room.
3. Do not move the picnic tables, chairs or planters. They are set up to accommodate people with scooters and wheelchairs.

NOISE

1. **Remember: this is a residential building! People live below the Community Rooms and the Roof Deck. Be considerate.** Keep your guests (children and adults) from running, jumping or causing undue noise and disturbance.
2. Keep the doors from the room to the corridor closed during your function. Your guests are allowed only in the room booked and on the Roof Deck.
3. Please keep the doors from the hallway to the Roof Deck closed at all times.
4. Remember: There is no running, jumping, ball playing, bicycling, skateboarding, roller skating, skiing, or in-line skating allowed on the Roof Deck. Any other activity that could unreasonably disturb members living under the Roof Deck is also not allowed.
5. Keep music at a level that won't disturb other members in their units. Bass must remain off, as it causes vibrations in the units below. Members must provide their own stereos. Speakers are not allowed on the roof deck.
6. Make sure noise is kept at a minimum when your guests are arriving and leaving.

Clean-up

Remember: You must finish your clean-up by the end of your booking period or by 11:00 p.m. No exceptions. No Extensions.

On-call volunteers & Staff have the authority to close down any function that becomes a disturbance to other members.

See the Common Facilities By-Law for details