

**Stanley Knowles Housing Co-operative Inc.**

Meeting Room Rental  
Letter of Agreement

\_\_\_\_\_  
Member

\_\_\_\_\_  
Unit and Telephone #

For the use of the Meeting Room on the fourth floor of the Stanley Knowles Housing Co-operative, located at 38 Orchard View Blvd, Toronto, Ontario, on \_\_\_\_\_ day of \_\_\_\_\_ during the hours from \_\_\_\_\_

For the purpose of \_\_\_\_\_  
Number of persons expected: \_\_\_\_\_

HOURS OF USE ARE 9 AM TO 11 PM—7 DAYS PER WEEK

CHARGES ARE PAYABLE IN ADVANCE AT THE TIME OF BOOKING:

\_\_\_\_\_ USER FEES: **\$30** FOR MEMBERS, **\$100** FOR NON-PROFITS, **\$200** FOR COMMERCIAL  
\_\_\_\_\_ SECURITY DEPOSIT: **\$100** THIS DEPOSIT WILL BE RETURNED WHEN ALL  
CONDITIONS OF THIS LETTER OF AGREEMENT ARE MET.

Terms of Agreement

This Letter of Agreement is non-transferable.

The Lessee shall be responsible for the enforcement of the regulations concerned herein, and shall strictly adhere to decisions and instructions.

The Lessee undertakes that the use of any facilities under this Letter of Agreement shall be so conducted to create minimum interference with the normal operation of the Co-op and shall not cause any unnecessary noise that would interfere with the normal use and enjoyment of members' apartments.

The Lessee hereby agrees to indemnify and safe harmless the Co-op, its employees and other members against any and all liability, loss, damage, costs and expense which it may hereafter incur, suffer or be required to pay by reasons of the use of the said facilities of the Lessee. (Without limiting the generality of the Co-op of the foregoing, the Lessee hereby agrees to indemnify and safe harmless the Co-op against all claims arising out of infringement of slander and libel which may occur as a result of a public performance or speeches.)

The Lessee hereby agrees not to use the lounge area. This is a common area of the Co-op and is not included in the rental as part of the Meeting Room.

Smoking is not permitted in the Meeting Room. Guests may smoke on the deck provided they use the appropriate receptacles provided, and with the understanding that the deck is a common area of the Co-op and not otherwise part of your rental space.

The members of any party while in any part of the Co-op's premises shall be under the immediate supervision and control of competent and trustworthy adults who will undertake personally to be responsible for the observance of these restrictions.

The Staff shall be given reasonable advance notice when tables, chairs, etc. are required, and it is the responsibility of the Lessee when setting up such equipment or furniture as required to return it to its proper location and in undamaged condition by noon on the day following the event.

The Lessee shall not bring any additional equipment/furnishings, etc. into the Meeting Room without the Authorization of Staff.

The Lessee shall ensure that the facilities are left in a clean and tidy condition following the event; the facilities will be swept, garbage and recyclable items removed, and kitchen facilities will be cleaned and washed.

Arrangements are to be made with Alternate Superintendents or Superintendents to obtain any necessary cleaning equipment.

The Lessee shall be present at an inspection at the beginning of the rental time. This inspection is to give the Lessee the opportunity to Acknowledge with Staff or Designate on the attached Appendix "A" any existing damage that may have occurred prior to the Rental Agreement.

Also, the Lessee shall be present at an inspection at the end of the Rental Agreement to ensure that no damage has occurred and that the premises are left in the same condition as acknowledged on Appendix "A" prior to the rental.

**I, the Lessee have read the above agreement and will abide by the terms shown on the agreement and understand that the above terms will be applied impartially and without favour to any individual or groups whatsoever.**

Lessee: \_\_\_\_\_

Staff/Designate: \_\_\_\_\_

Date: \_\_\_\_\_