

CHRISTIAN SENIOR CITIZENS HOME ASSOCIATION

OF CHATHAM, ONT. INC.
Operating: South Chatham Village
97 - 40 Elm Street, Chatham, Ont. N7M 6A5

Common Room Rental Policy

Approved by the Board of Directors: November, 2002

The common room is available for private use by tenants subject to the following conditions:

- Bookings will be accepted up to three months in advance.
- Bookings will be made in writing in the custodian's appointment book, stating the nature of the event, the number of guests expected, and naming the responsible person (either the tenant or a family member).
- The responsible person must be present at all times during the event and clean-up.
- For family functions of 10 or more people where food is being served, there will be a rental charge of \$25.00. Any extra cleaning costs incurred by the custodian as a result of use of the facilities will be charged to the Board.
- The Christian Senior Citizens Home will establish limits to the number of people who can occupy the common room.
- All guests will arrive via the main building entrance and use the intercom to gain access to the common room.
- The room may be decorated for the event, however, adhesive tape (any variety), staples, tacks or nails may not be used on walls, pillars or ceilings. The use of putty adhesive is acceptable. Candles, incense burners and open flames may only be used with extreme caution. Confetti and similar products may not be used. All decorations must be removed before the room is vacated.
- There will be no smoking in the building. Smoking is permitted outdoors, but

cigarette butts must be deposited in the receptacles provided.

- There is a stove and refrigerator available for use in the kitchen. Cutlery, cooking utensils, dishes and cleaning materials are supplied. There will be a broom, mop bucket and vacuum cleaner available for room clean-up.
- Music and noise from the event will end by 11:00 p.m. The facilities must be vacated 30 minutes later.
- Sale of alcoholic beverages in any part of the facility is prohibited.
- The facilities must be cleaned by 11:30 p.m.
- Subsequent rental to tenants that have damaged the facilities or failed to clean-up properly can be refused.

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