

# Rules for Norton Lake Multi-Purpose Room Rentals

## Payments/Fees

- Administrative charge of \$150.00 (money order, certified cheque or debit card payment only) is required to reserve the Multi-Purpose Room (MPR)
- Fees must be paid at time of booking in full – reservations will not be approved without full payment

## Eligibility

- Tenant's rental account must not be in arrears
- Tenant should not be in breach of the Tenancy Agreement
- Residents cannot book the MPR for their friends, employer, or any third-party group.
- Event must be held in honor of a member of the household (i.e., birthday for child of household, baby shower for tenant)

## Tenant responsibilities

- The resident is fully responsible for the conduct of their guests while on the premises. Noise or any other activity that interferes with reasonable enjoyment of other residents must not be allowed
- The resident is responsible for leaving the party room facilities, including kitchen and washrooms, as well as the furniture and appliances in a clean condition. Party Room Check List must be completed and signed by superintendent and resident before 10:00 pm on the day of the event
- Any damage to the furniture, finishing or equipment in the party room is the sole responsibility of the resident. Charges for cleaning and necessary repairs will be levied against the corresponding unit

## Party Room Rules

- The function will be limited to **sixty (60) guests** in order to comply with Fire Department Regulations.
- **The party room is only available to rent until 10:00 p.m.** - All tenants and guests must vacate the MPR by 10 pm
- In consideration of the other residents in the building, as well as to allow time for the renter to clean the premises, all music and loud noise **must cease by 9:30 p.m.**
- Consumption of food and beverages is restricted to the party room
- The sale of alcoholic beverages is prohibited
- Guests are not permitted to gather in the hallways outside the party room nor wander through the corridors and grounds
- **The use of confetti, scotch tape, tacks or similar materials is not permitted**
- The party room is not available for renting on Sundays during the school year or during the Christmas and New Year Holidays

## Management rights

- PHSS reserves the right to limit the number of bookings by one resident/household
- PHSS has the right to refuse the use of the MPR if the proposed event does not comply with generally accepted activities (i.e. birthdays, weddings, shower, graduation etc. for individuals residing in household)
- PHSS reserves the right to revoke the rental privileges of any household/resident to rent the MPR who has breached the rules of the MPR rental agreement

**I / We, \_\_\_\_\_ understand and agree to comply with the rules and regulations covering use of the multi-purpose room.**

Accepted by: \_\_\_\_\_  
Resident's signature

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