

Function Room Booking

Smoking is not permitted in the Function Room, the Courtyard, or in any common element, at any time. **Residents may hold private functions in the Function Room only when a valid reservation is made through the Building Superintendent or Building Monitor. The Resident must be present during the event.**

The Function Room facilities includes the Kitchen and the two washrooms.

Function Room Reservation does not include the use of any other recreation facilities or common element areas.

The Function Room may not be used for commercial purposes.

During a private Function Room event, the entrance doors of the rooms must remain closed at all times.

Alcoholic beverages are permitted in the Function Room **only** during a booking and the person(s) booking the room is completely responsible for all guests.

The lobby area and common hallways will be used only for entering or exiting from the Function Room and are not to be occupied by anyone with food or beverage.

There will be no loud music or noise. The quiet enjoyment of the other occupants of the [building must be considered.](#)

The Function Room shall be vacated no later than 10:00 p.m.

Clean Up is the responsibility of the Resident renting the Function Room.

1. The Function Room shall be cleaned and restored to the original order no later than 10:00 a.m. on the following day.
2. The resident shall empty the dishwasher (if used) and return clean dishes to their allotted kitchen and/or cupboards and drawers.
3. The resident shall clear counters, empty kitchen refrigerators and deposit garbage into container provided. The Resident booking the Function Room facilities shall be responsible and liable for any and all damage caused by any person using the Room.

July 22, 2018