

Tikva Rental Housing Society

Suite 104 – 1177 West Broadway

Vancouver, BC V6H 1G3

Amenity Room Rental Form

TENANT INFORMATION

Name: _____ Unit Number: _____

Phone: _____ Email: _____

Date of Event: _____

Time of Event: _____

(No earlier than 9 am and end no later than 10 pm on Weekdays and Weekends)

Event: _____

Expected Number of Guests: _____

NOTES:

- I have read and understood the Amenity Room Policy and agree to comply with its terms.
- I understand and agree that I am responsible for any and all costs incurred if the Room or its contents are damaged or left in an unclean condition.
- I am aware that I am responsible for the behaviour of my guests.
- Key(s) must be returned to the maintenance mailbox by 9:00 am the day after the booking.
- Violation(s) of any Amenity Room Policies may result in the loss of Room booking privilege.

Tenant Signature: _____ Date: _____

OFFICE USE

Key Tag #: _____

Key picked up _____

Key returned _____

Amenity Room Policy

Purpose: To establish guidelines for the use of the Amenity Room.

Policy: Amenity Room Rentals are limited to tenants.

1. Tenants must book a pre-inspection appointment with a Tikva office representative.
2. Use of the Amenity Room is a privilege, not a tenancy right. The landlord reserves the right to cancel and/or suspend room bookings if a tenant violates the Amenity Room Policies.
3. Please email **s.john@tikvahousing.org** to schedule the Room, book the inspection appointment, sign the Room Rental Form no later than two (2) business days prior to the event, and send it back to Tikva.
4. The Amenity Room can be booked for up to two (2) consecutive days, up to six months in advance. Rental permission is granted on a first-come, first-served basis.
5. Non-tenants may attend events and functions in the Amenity Room provided they are tenant(s) guests. Tenant-hosts are responsible for ensuring guests comply with the Amenity Room policies and shall provide responsible and adequate supervision monitoring control noise and behaviour in and around the Room.
6. All activities in the Amenity Room shall begin by 9:00 a.m. and end by 10:00 p.m.
7. Activities shall be appropriate to the facility and comply with Civil and Criminal Codes and Bylaws. All common area use policies apply to the Amenity Room and Roof Garden, including the non-smoking policy.
8. The outside patio area is not part of the Amenity Room Rental. It is adjacent to private resident patios and is considered a common building area. Tenants and guests shall keep noise levels to a minimum while using this area and will observe all tenants' right to quiet enjoyment. The chalking of patio pavers or planters is not permitted.
9. No Pets are allowed in the Amenity Room except approved Certified Service Animals.
10. Any Commercial intentions must be reviewed by and approved by the Landlord.
11. The Amenity Room is a non-partisan, secular space for the free enjoyment of all residents. The Amenity Room cannot be booked to hold a political meeting or to practice a religious faith. The Amenity Room can, however, be booked to celebrate a cultural holiday or event.
12. If alcohol is served at the event, the host-tenant must take all possible steps to ensure it is served in a legal and responsible manner.
13. The Landlord is not responsible for the cleanliness of the items or appliances in the Amenity room that are available for use. Use all items at your own risk. The Landlord does not supply items in the Room. All items left by tenants of previous bookings are to be used at your own risk, and by doing so, you absolve the landlord of all liability and responsibility.
14. Renting tenants must leave the Amenity Room and connected common areas (hallways and roof garden) clean and undamaged. Should any damage occur, the tenant agrees to report the malfunctions, loss or damage and be responsible for all costs.
15. Following the rental, the tenant(s) is responsible for cleaning the Room as per the Amenity Room Rental checklist, including removing and appropriately handling all recyclables and garbage.
16. The amount of **\$60.00 per hour** for each hour of cleaning is required if the Room is not cleaned. This amount must be reimbursed by the renting tenant(s).
17. The renting tenant(s) shall be responsible for securing the Amenity Room after all activities and promptly return the key by delivering it to the office or inserting it into the office mailbox in the lobby.
18. After the booking, the landlord will inspect the Room and notify the tenant of any damage or missed cleaning. The tenant will be given a reasonable amount of time to rectify the situation. If the tenant is unable to rectify the situation prior to the next booking or within a reasonable amount of time, they will be charged a cleaning fee of **\$60/hour** or the full repairs costs if there were damages.