

OFFICE USE:	PAID	AGREEMENT SIGNED	KEYS GIVEN	RENTAL	KEYS RETURNED	DEPOSIT RETURN/ADMIN
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79 Mondragon Circle - Brampton, ON - L6Z 1Z4

staff@mondragonco-op.ca | 905-846-4077

Co-op Centre Rental Agreement

Renter Member Information

Surname	First Name	Mondragon Unit #
Telephone Number	Email Address	

Rental Information

Date	Start Time	End Time
Rooms Rented <input type="checkbox"/> Upstairs - Boardroom <input type="checkbox"/> Downstairs - Party Room & Kitchen		

Fee, Deposit and Damage Liability

The following payments must be made at least two weeks in advance of the event

\$20.00 Rental Fee for use of the Co-op Centre	Payment Method	Date Paid	Staff Initials
\$50.00 Deposit which may be refunded upon receipt of the key and after a satisfactory inspection of all facilities used.	Payment Method	Date Paid	Staff Initials

I understand that any damage caused to the Co-Op centre by myself, the renting member, or my guests will be repaired by the co-op at my expense. Repair costs will be deducted from the deposit and any costs greater than the amount of the deposit will be charged to me.

SIGNATURE	DATE
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Renter Responsibilities

Renters are expected to return the co-op to its original state when the rental period is complete.

The following procedures should be observed:

- If decorating, only masking tape may be used
- Replace all furniture to the appropriate room(s) and locations
- Sweep and wash floors
- Clean, dry and put away any tableware that was used
- Ensure all appliances such as the oven and coffee maker are off
- Remove any excess food stored in refrigerator
- Clean any spills in oven
- Refill ice trays and replace in freezer
- Empty garbages and dispose of at renter's unit

- Turn off all lights
- Secure all doors and windows

The Renter is responsible for supplying their own party supplies, garbage bags and cleaning supplies. (e.g. soap, cleansers, mops, cloths for wiping etc.)

I understand my responsibilities as listed above. I understand that if I do not fulfill my cleaning responsibilities a fee may be deducted from my deposit.

SIGNATURE

DATE

Summary of Important Policies

- **Courtesy** -Those holding events should have consideration for people living near the Co-op Centre, especially where noise level is concerned. Any request to “tone down” should be met politely and responded to immediately
- **Guests** - Members who are renting the Co-op Centre are responsible for guests and their actions. Guests of the Co-operative should be advised of the location of Visitor’s Parking and the Co-Operative Vehicle Control Policy. Guests should also be advised of other Co-op policies and/or guidelines that may affect Co-op property or the personal rights of the Co-op members.
- **Children** -Children should be supervised at all times for their own safety.
- **Smoking** - The Co-op Center is a non-smoking facility.
- **AV Equipment** - The equipment in the co-op Centre may be operated by responsible individuals.

I understand and agree to comply with the policies stated above. I understand that this is only a summary of Co-op Centre use policies and it is my responsibility to be familiar and comply with the entire policy.

SIGNATURE

DATE

Keys

Renters requiring keys for their private function will sign for and pick up the keys at the end of Co-op business hours the day before the keys are required.

OFFICE USE	Key Pick-up Window		Date	Time	
Sign Out			Sign In		
Date / Time	Staff Initials	Renter Initials	Date / Time	Staff Initials	Renter Initials
I understand it is my responsibility to keep the Co-op Center Keys safe while they are in my possession. I understand that if I fail to return the keys the corresponding Co-op Center locks will be replaced at my expense.					
SIGNATURE			DATE		

Inspection				
		PRE-RENTAL		POST-RENTAL
DATE AND TIME OF INSPECTION				
Are the floors Clean?				
Is all the furniture in the correct place?				
Is all tableware clean and put away?				
Are the refrigerator and oven clean?				
Are the ice-cube trays full?				
Are the garbages empty?				
		INSPECTOR INITIALS	RENTER INITIALS	INSPECTOR INITIALS RENTER INITIALS
Deposit Return Administration				
OFFICE USE	Deposit	(\$50.00)		
	Cleaning Fee			
	Repair Costs			
	Key Replacement			
	Balance			
Deposit Returned OR All Fees Paid		Payment Method	Date Paid	Staff Initials Renter Initials