



Lease Holder 1: _____ Lease Holder 2: _____

Building: _____ Apartment: _____ Phone #: _____ E-mail: _____

Date(s) Required: (dd/mm/yyyy) _____

Time: Choose from

- 10:00 am to 2:00 pm
- 2:30 pm to 6:30 pm
- 7:00 pm to 11:00 pm

Approximate Number of Persons Attending: _____ (1 of the leaseholders reserving the room must remain at all times)

Purpose of Use: The Recreation Room is to be used only for personal gatherings (family/friends) such as social functions, study groups, or meetings.

- Is this for an adult or family party? Yes / No
- Is this for a children's party or program (any type of activity) Yes / No
If Yes, please note that you will be required to maintain a minimum adult to child ration of 1 adult for every 8 children
- Is this for another type of activity? Yes / No
- If Yes, please explain: _____

RULES AND REGULATIONS FOR USE OF RECREATION ROOM

- ✓ Only Leaseholders are permitted to book and use the Recreation Room for private use.
- ✓ **The leaseholder(s) of the apartment that reserved the room must be present at all times during the booking.**
- ✓ **AT THE BOOKED TIME & DATE:**
 - 1. Call Security at 416-729-1592
 - 2. Access will only be provided to the Leaseholder(s) that booked the room, and they must present proper identification and a copy of this Agreement form.
- ✓ Events held in the Recreation Room **cannot be advertised** in advance of the event to residents of the building (or externally) unless it is a Residence Life Office event or if advertising has been explicitly approved by the Residence Office.
- ✓ This room is not permitted to be used for canvassing, soliciting, recruiting, or promotions by the resident.
- ✓ The conduct and safety of the people occupying the room is the sole responsibility of the applicant.
- ✓ **Alcohol is prohibited unless the resident obtains all necessary permits issued by the Province of Ontario at the Liquor Control Board of Ontario (LCBO).** Permits must be obtained 14 days prior to your event. A copy of this permit must be submitted to the Family Housing Residence Office at 35 Charles St. West before the date of your function.
- ✓ **All materials, such as decorations, must be secured only to the designated blue tack board –** no taping, tacking, stringing, stapling balloons, streamers etc. anywhere else!
- ✓ Any and all garbage or damage caused to the facilities by anyone attending the function will be the sole responsibility of the applicant.
- ✓ All events must end 15 minutes prior to the booking end in order to allow for clean-up (so by 1:45 pm, 6:15 pm, or 10:45 pm).
- ✓ Furniture must be returned to its original layout (posted beside the door) when leaving.
- ✓ The Recreation Room will be made available on a first-come, first-served basis to residents.

- ✓ **Requests for multiple/consecutive room reservations will only be considered for low demand times (Monday to Thursday business hours and/or evenings) and will only be considered for 2 – 3 consecutive room requests at one time.**
- ✓ The user must be able to produce their completed and signed Application form upon request by the University of Toronto or its Agent.
- ✓ The University of Toronto or its Agent reserves the right to alter or cancel the approved user without notice prior to or during the event and shall not be liable for any loss whatsoever occasioned by such alteration or cancellation.
- ✓ Primary Response staff will monitor this room on a regular basis to ensure that users of the facilities are adhering to the rules and regulations as outlined in this document.

THE RESIDENT ALSO AGREES AND ACKNOWLEDGES THE FOLLOWING:

- ✓ **I am responsible for doing a complete inspection with staff before and after the booked event, and for ensuring that participants adhere to all rules.**
- ✓ All children under the age of 12 are to be accompanied by an adult at all times, whether in the Meeting Room, Recreation Room, on the Rooftop Garden adjacent to the Meeting Room, or any other area of the building.
- ✓ **There should be no more than 8 children to one adult in the room at any given time unless the event is a Residence Office approved event and proper supervision has been provided.**
- ✓ **The microwave in the Recreation Room can be used only to re-heat food. Any food preparation/cooking must be done in my apartment.**
- ✓ I understand and acknowledge that certain risks of injury, loss, damage or harm are possible during my personal use of the booked room, and I agree to indemnify and save harmless THE UNIVERSITY OF TORONTO, its officers, employees, agents and volunteers from and against any injury, loss, damage or harm, including loss of life, that may befall me, my guests or my family during the use of the reserved room.
- ✓ I am financially responsible for all property damage and repair/replacement/cleaning costs in the room that may occur.
- ✓ I will indemnify and/or compensate the University of Toronto or its agents for any loss or liability suffered by said University and agents as a result of my direct or indirect use of the room.
- ✓ I am responsible to ensure that the room is cleaned and restored to its former condition (including removing any form of decoration) after my use, and to ensure that all waste or garbage is removed and properly disposed of.
- ✓ I will ensure that the room will not be used for unlawful or immoral purposes and that illegal substances will not be sold, purchased, or used in any way.
- ✓ **I will ensure that any consumption of alcoholic beverages is in accordance with the laws of the Province of Ontario, and that all necessary permits will be obtained as indicated previously in this document.**
- ✓ I will ensure that no noise, loud music, or improper behaviour will be allowed that may disturb or interfere with the enjoyment and lawful rights of the building residents.

I DECLARE THAT I HAVE READ, ACCEPT, AND WILL COMPLY WITH THE ABOVE CONDITIONS.

Applicant's Signature

Witness

Date

SECURITY: 416-729-1592

RESIDENCE OFFICE: 416-978-8304

Personal information provided on this form is collected for the proper administration of the Residence facilities, including purposes set out above. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact Gloria Cuneo, Residence Manager, 416-978-0630

CHARLES STREET STUDENT FAMILY HOUSING
Residence Office
35 Charles Street West Suite 102
Toronto ON M4Y 1R6