

Neilson Creek Housing Co-operative Inc.

RESERVATION OF REC CENTRE FOR SOCIAL FUNCTION

Letter of Agreement

I, _____ want to reserve the rec centre for a social function.

Date of function _____ and I as the member agree to the following:

- There will be at least one adult member of Neilson Creek present at all times;
- The social function at the rec centre will end by 12:00 midnight and all occupants will vacate the building;
- The function must be confined to the rec centre room;
- You will find out who is on lock up (names on office window) and contact them prior to the event to make arrangements for pick up of keys. Please return the keys to the lock up person by 9:00 a.m. the following day;
- The member using the rec centre is responsible to **clean up the room including floors, bathroom, kitchen and remove all garbage to your unit.**
- 38 is the maximum number of people allowed.

I understand that agree that should I fail to comply with the above, I will lose the privilege of using the room and be responsible for any costs associated to using the room.

Signature: _____ Date: _____ Unit: _____

This form must be returned to the office one week before the event.