

Peel Housing Corporation (o/a Peel Living), has provided you, the Tenant, this application to complete with the intention of allowing you to use the Common Room for a personal event in your building at the street address provided by you. Completion of this application does not guarantee your use of the Common Room. By completing this application, and where use of the Common Room is permitted by Peel Living, you agree to abide by the terms and conditions described below. Please note that if you are currently in arrears for rental payment(s), you will not be approved to use the Common Room under this Application. **Common rooms cannot be booked until all arrears are paid in full.**

### TO BE COMPLETED BY TENANT

Name \_\_\_\_\_

Street Address \_\_\_\_\_

Unit \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Date of Function (mm/dd/yyyy) \_\_\_\_\_

Number of attendees \_\_\_\_\_

Type of Function (please provide a brief description of your function)

**NOTE:** Blackout dates - last 2 weeks of December and the first week of January

### RULES & REGULATIONS REGARDING USE OF COMMON ROOMS

1. A Common Room fee of \$125.00 (HST included) payable by certified cheque, money order or online banking is required to reserve the Common Room for a personal event. The Common Room will **NOT** be booked until payment is received by Peel Living.
  - a) For Online Banking, the Payee is **Peel Living**, and the Account Number is **your Peel Living ID number**.
  - b) E-transfers are **NOT** accepted.
2. Applications and payments (where applicable) received less than two (2) weeks before the event will not be approved.
3. The Common Room is only available for booking on the approved day from 10:00 a.m. until 10:00 p.m.
4. Tenants may not book the Common Room for use by their friends, organization, or employer unless the Tenant is present at all times during the event.

5. Inappropriate parties and gatherings, as determined solely by Peel Living, are not permitted.
6. Peel Living reserves the right to reject any or all requests for room bookings in its sole discretion, for any reason, at any time.
7. Political campaigning and associated political activities are strictly prohibited in the Common Room and on the premises. Tenants are not permitted to book events involving political campaigning and associated political activities.
8. Peel Living reserves the right to limit the number of days or weekends that can be booked by a Tenant.
9. The Tenant is fully responsible for the conduct of their guests while on the premises, including any loss or damage to Peel Living property.
10. Noise that interferes with the reasonable enjoyment of other Tenants will not be permitted.
11. Consumption of food and beverages is restricted to the Common Room.
12. Consumption of alcohol is strictly prohibited in the Common Room and on the premises. Tenants are not permitted to book events involving the consumption of alcohol.
13. Smoking or vaping nicotine or cannabis is strictly prohibited in the Common Room and on the premises. Tenants are not permitted to book events involving the smoking or vaping of nicotine or cannabis.
14. Solicitation and commercial activities within the Common Rooms are not permitted (i.e. garage sales).
15. Guests are not permitted to gather outside the Common Room or to loiter in the corridors, or on building grounds.
16. Decorations should not be attached to walls, ceilings, windows, light fixtures, smoke or heat detectors, sprinkler heads, etc. The use of confetti, or equivalent, is not permitted in or around the building.
17. The Common Room must be returned to its original condition. The Tenant is responsible for leaving the Common Room furniture and appliances (including kitchen and washrooms) in a clean condition. All personal property and garbage must be removed by the Tenant at the end of the event.
18. Any damage to the Common Room or equipment is the sole responsibility of the Tenant.
19. All damages, repairs, and/or cleaning charges will be charged to the Tenant if the Common Room (including the kitchen and washrooms) has not been left in a clean and arranged condition acceptable to Peel Living staff. All damages and/or repairs will be charged according to the full extent of the *Residential Tenancies Act*.
20. The Tenant will receive the key the morning of their event. The Common Room key is to be returned to the site office immediately following the event (if after hours, Tenant can return keys to the drop box or mail slot at Superintendent's office).
21. The Tenant is responsible for sanitizing and cleaning surfaces (seats, tables, etc.) as needed throughout and during the event using their own cleaning products.
22. The Tenant and all guests must monitor their health symptoms prior to entering the Common Room. If negative health symptoms are present, Tenants and/or guests should not enter the Common Room.

23. The Tenant and all guests shall abide by and comply with all Federal, Provincial and Municipal orders and/or by-laws in effect with regards to physical distancing, face masks, group settings, contact tracing, and other restrictions, as a result of a state of emergency and/or pandemic.
24. The Tenant is responsible to provide and manage access for guests and service providers (catering companies, decorators, etc.) At no point will any door be propped open or modified to impact the safety and security of the lock.
25. External devices, such as BBQ's or portable propane burners are prohibited. When preparing food, no items should be left unattended (i.e. stovetop, chafing dishes, etc.).
26. Capacity must not exceed the approved and/or posted fire capacity amount.
27. Parking is not guaranteed and all parking restrictions, including paid parking, are in effect for the Tenant and their guests.
28. Common Room bookings may need to be cancelled at any time at Peel Living's sole discretion due to operational needs or issues.

Initials \_\_\_\_\_

### ACKNOWLEDGEMENT OF RISK

- Please be aware that non-compliance with these Rules & Regulations may result in your access to the Common Room being revoked by Peel Living.
- The Tenant acknowledges and agrees that they are using the Common Room at their own risk and agrees to assume all legal liability for any loss, injury, illness, or death suffered by the Tenant and/or their guests arising from the use of the Common Room or their failure to follow the Rules & Regulations outlined on this application or as otherwise identified by health authorities. The Tenant further agrees to indemnify, defend and save Peel Housing Corporation ("PHC"), including PHC's officials, officers, employees, agents and contractors, harmless from and against any losses, expenses, or damages incurred pursuant to any demand, action or claim brought against PHC for loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, including such other costs and expenses, howsoever and whatsoever incurred, caused by or arising from the Tenant's use of the Common Room, or use by the Tenant's guests, or by anyone for whom in law the Tenant is responsible, including any losses or damages which have been caused or contributed to by any negligence, breach of the *Occupiers' Liability Act, R.S.O. 1990, c. O.2*, or breach of statutory duty on the part of PHC, or on the part of anyone for whom PHC is in law responsible.
- If you have any questions or would like additional information, please contact your Superintendent or Tenancy Support Agent.
- Peel Living reserves the right to close the Common Room at any time and in its sole discretion.

Initials \_\_\_\_\_

## ACKNOWLEDGEMENT OF PAYMENT FOR USE OF SPACE

I understand and agree that the cost to rent the Common Room is \$125.00 (HST included) per day between the specified hours of use and that this amount must be paid upon approval of the booking request. Completion of this form does not guarantee your use of the Common Room until approval has been issued by Peel Living.

Initials \_\_\_\_\_

## TO BE COMPLETED BY TENANT

I have read the Rules & Regulations, Acknowledgement of Payment for Use of Space and Acknowledgement of Risk regarding the use of Common Room spaces and accept all terms and conditions.

I understand that the Common Room will be available from 10:00 a.m. until 10:00 p.m. on the date specified on this application for a maximum of the approved and/or posted fire capacity number of people for the space.

**CERTIFIED FUNDS ENCLOSED** in the amount of \$125 (HST included) on Certified Cheque or Money Order# \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

## TO BE COMPLETED BY PEEL LIVING

Maximum occupancy of room: \_\_\_\_\_

Certified Cheque, Money Order or Online Payment received? ☐ Yes ☐ No

Peel Living Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

### Notice of Collection

The personal information collected by the Region of Peel and/or Peel Housing Corporation, operating as, Peel Living is collected under the authority of the *Residential Tenancies Act, 2006*, the *Human Rights Code Regulation 290/98* and *Housing Services Act, 2011* for the purpose of managing common room booking requests. Any questions regarding this collection should be directed to the Manager of Housing Operations and Tenancy Support at 905-791-7800, at Peel Housing Corporation, 7120 Hurontario Street, 4th floor, Mississauga, ON L5W 1N4.