



Waterloo Condominium Corporation No. 214  
260 Sheldon Avenue, Kitchener, ON

## RESERVATION FORM FOR SOCIAL ROOM & GAMES ROOM

Owner/Tenant Name: \_\_\_\_\_ Suite No.: \_\_\_\_\_

Exclusive use of (Select one):  Social Room  Games Room

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ (am/pm)

Enclosed is a cheque for \$50.00 (payable to W.C.C. #214) to cover the above rental cost.

An additional \$100.00 security deposit cheque to cover any damages or extra cleaning costs incurred for exclusive use of the Social/Games Rooms.

Make cheques payable to Waterloo Condominium Corporation #214 (WCC #214).

Advanced payment and completed Social/Games Room reservation form must be submitted to the Superintendent or deposited in the "maintenance box" located in the mail room 72 hours prior to reservation date. Reservations are not accepted 6 months in advance and should not be monopolized.

I understand that the use of the Social/Games room is subject to our Condominium Rules, Regulations and **Room Reservation Policy**.

The owner/tenant is responsible to make full payment within 2 weeks of receiving notice for damage/cleaning or any additional costs in excess of the \$100.00 security deposit arising from the use of the Social/Games room. The Board, or its agents shall have the absolute right to assess the damage/cleanliness resulting from the use of the Social/Games rooms prior to refunding the security deposit.

**Notes:**

1. Social/Games rooms will be reserved for exclusive use, in 4 hour increments.
2. Guests can **dial 95** at front lobby intercom to reach telephone located in the Social room.
3. NO pets allowed, accept for service animal, NO smoking in Social/Games rooms.
4. The owner/tenant **MUST** be present during the Social/Games room reservation.
5. Consumption of food, beverages and activities shall be confined to the Social/Games rooms.
6. The owner/tenant and guests shall respect the quiet enjoyment and comfort of other residents while at, or leaving the building. Please ensure patio doors are locked.
7. The Board, in its discretion, will consider requests for live music which is deemed not to disturb the quiet enjoyment and comfort of other residents.
8. No activity of any kind whatsoever shall be permitted where an entry fee, admission charge or donation is expected without written approval from the Board.
9. Termination time of reservation is 1:00 a.m.
10. The owner/tenant is required to clean the Social/Games rooms to a "generally acceptable standard" by 10:00am the following day of the reservation.

Owner/Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_