

## NW 51 – MANOAH VILLAGE

### RECREATION CENTRE APPLICATION FORM, LIABILITY WAIVER & TERMS OF USE

Please complete this form and e-mail to the rec centre coordinator at [manoahrentals@gmail.com](mailto:manoahrentals@gmail.com)

Owner's Name: \_\_\_\_\_ Unit # \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone # \_\_\_\_\_

Date Requested; \_\_\_\_\_ Number of expected Guests: \_\_\_\_\_

Purpose: \_\_\_\_\_

#### PLEASE NOTE:

- Rentals are for a 24 Hour period (Usually 10am to 10am) at a rate of \$50/ Use
- Maximum occupancy of the recreation centre is 150 people.
- Rooms need to be cleaned after use (See Clean up Policy Below), and left as they were found
- Any damage to walls, floor or furniture will be charged to the renter at the rates in Rule 13.
- Rental Charges are payable in CASH prior to receiving keys.
- Any damage charges or cleaning fees will be charged to the owner's strata Leger
- NO SMOKING or VAPING in the Hall or anywhere in the centre courtyard (See rule 14)

I have read the rules and schedule of fees attached to this form and agree to the given terms. When using the Recreation Centre, I agree to abide by the Rules of Use and Bylaws of the Strata Corporation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(please initial the next two pages and also complete the liability waiver on the last page)

### Recreation Center Clean up Policy

- 1.) Please put the garbage in your garbage room
- 2.) Dry mop the floors
- 3.) Wet mop and use the cleaner on the floors
- 4.) Wipe down all the counters and tabletops, fold tables, but do NOT lean against heaters!
- 5.) Re-stack chairs and put them on the south side of the recreation center
- 6.) Ensure nothing is left in the fridge
- 7.) Clean the Stove top if you used it
- 8.) Clean the microwave if you used it.
- 10) When leaving please ensure that you lock the doors and leave the heat at 50 degrees in the winter.

ALL needed cleaning supplies (bucket, mop garbage bags etc) are in the south east corner of the room. If any of the supplies are running low, please leave a note in the mail slot located at the west entrance so they can be restocked.

Thank you in advance for your

cooperation. **Strata Council**

**Renter's Initial:** \_\_\_\_\_

**MANOAH VILLAGE**  
**Recreation Centre Rules of Use**

1. The Recreation Center “the Centre” is available for private functions between the Hours of 9am and 11pm
2. Rentals are usually for a 24 Hour period from 10 to 10 am to allow for cleaning, unless by other arrangements.
3. The use of the Centre is governed by strata bylaws pertaining to use of common property, security, safety, and these rules as prescribed by council from time to time.
4. The renter must be an owner or tenant and their guest(s) The renter needs to be present at the function.
5. No one under the age of 16 shall be allowed without adult supervision
6. Applications to rent the Centre must be made at least 14 days in advance with the property manager to coordinate pre and post-inspections, keys and the like. Submission of application does not guarantee dates. Please wait for confirmation.
7. Users must specify type of function and number of expected guests, and shall not use the Centre for any other purpose. Approval will not be given to any function which may be illegal or injurious to the Strata.
8. Owners will be limited to one booking per month. Additional bookings will be considered within 14 days of the event if no other booking requests have been made
9. Bookings are made on a first come basis. If a booking is cancelled less than 48 before the event, there shall be no refund of the rental fee.
10. Renters shall sign the Liability Waiver below and be bound to the rules listed here
11. No items shall be TAPED to the walls, as this damages the paint. Should you want to hang items, please use pins and attach to wooden beams above the painted walls
12. Renters should inspect the space when they receive keys and note any existing damage. Should any items be broken or damaged during their rental period, they should notify the property manager as soon as possible.
13. At the end of the rental period, Strata will inspect the space for cleanliness and damages. Any Damage or failure to clean the centre and surrounding area by 10 am the day following the rental as per the checklist will result in fines levied to the renter. The strata’s insurance coverage deductible will NOT allow the strata to make any claims for damages.

**Items to clean / Maintain**

**Possible Fees**

- |  |                  |
|--|------------------|
| a. Sweep and Mop floors                | \$50             |
| b. Kitchen Counters and cabinets clean | \$50             |
| c. Fridge Empty and Clean              | \$25             |
| d. Stove and Oven clean                | \$50             |
| e. Garbage removed to garbage rooms.   | \$25             |
| f. Damage to walls due to Paint        | \$50 and up      |
| g. Grounds cleaned of any Garbage      | \$50 and up      |
| h. Damaged Furniture                   | Replacement Cost |
| i. Broken Windows                      | Replacement Cost |

14. In accordance with City or Richmond Bylaws there is NO SMOKING (or Vaping) in the Centre or within 25M of the Playground or 9m of any Windows. This means NO SMOKING IN ALL OF THE COURTYARD (Renters of the center must notify their guests or could face fines up to \$10,000 as organizers of evens – according to city Bylaw 6989)
15. Visitors should NOT be parked on Strata Property.
- 16.

**Renter’s Initial: \_\_\_\_\_**

## LIABILITY WAIVER:

- 1 In consideration of being allowed to use the Recreation Centre and/or surrounding common property area of strata plan NW51, the undersigned hereby voluntarily releases, discharges, waives, and relinquishes any and all claims against strata plan NW51, the property manager, and any other agents, officers, directors or employees of strata plan NW51 (collectively the "Discharged Parties") for any personal injury, property damage or wrongful death which may occur to the undersigned and/or his or her guests, as a result of using the Recreation Centre in any way, regardless of wherever, whenever or however the personal injury, property damage or wrongful death may occur and/or continue. The undersigned agrees that under no circumstances will any participant in any activity involving the Recreation Centre and/or common property area, or the participant's heirs, executors, administrators, or assigns prosecute or present any claim for personal injury, property damage or wrongful death against the Discharged Parties, whether the same shall arise by the negligence of any of said persons or otherwise.
  
- 2 IT IS THE INTENTION OF THE UNDERSIGNED BY THIS INSTRUMENT TO EXEMPT AND RELIEVE THE DISCHARGED PARTIES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH TO THE FULL EXTENT PERMITTED BY LAW, WHETHER RESULTING FROM NEGLIGENCE OR OTHERWISE.
  
- 3 INDEMNITY:**
  
- 4 The undersigned agrees that if any claim for personal injury, property damage or wrongful death involving the undersigned and/or his or her guests shall be prosecuted or presented against the Discharged Parties, the undersigned shall indemnify, defend and save harmless the same from any such claims or any causes of actions related thereto, by whomever or whenever made or presented.
  
- 5 The undersigned acknowledges that he or she has read the foregoing, has been fully and completely advised of the potential dangers incidental to using the Recreation Centre and/or common property area, and is fully aware of the legal consequences of signing this instrument.

OWNER'S / REGISTERED TENANT'S NAME: \_\_\_\_\_

(Please print clearly):

UNIT # \_\_\_\_\_ Date \_\_\_\_\_ Signature: \_\_\_\_\_

EMERGENCY CONTACT:

In case of emergency, please notify: \_\_\_\_\_

Phone: \_\_\_\_\_

RENTAL APPROVED: By: \_\_\_\_\_

Date: \_\_\_\_\_

RENTAL DENIED: Reason: \_\_\_\_\_

\_\_\_\_\_