



Rob van Velzen Family Room Reservation Form

Today's date		Resident Name	
Contact Name (Please print)		Room Number	
Date of Event		Number of Guest(s) (Max: 10 people)	
Time of Event (Between 10am - 6pm)	From		To
Phone Number		Phone Number	
E-mail			

Acknowledgement:

I understand that the use of the Rob van Velzen Family Room is for the sole purpose described above and that the activities will not cause a disruption or safety hazard. The room is complimentary to use however a charge will be incurred if the room needs repair or cleaning beyond normal wear and tear.

I have fully read and acknowledge the Rob van Velzen Family Room Rules (see back of this page). I (We) have read the above and the stated rules. I (We) understand that in receiving permission to use the Family Room, according to the stated rules, I am (we are) assuming the risks associated with doing so.

Signature (Applicant)

Date

Authorized Signature (Staff)

Date

In order to proceed with the booking, we kindly request you provide us with the necessary information outlined above as early as possible.

Please email the completed form to CSC@uhs.on.ca

Rob van Velzen Family Room Rules

- The room can only accommodate **up to 10 people** including the resident. Applicants shall ensure that the capacity of the space is respected.
- Cooking in the room is not allowed but food may be reheated in the microwave provided.
- Clean-up is the responsibility of the Applicant. If needed, a broom and dustpan are provided for sweeping the floor. The room is to be left reasonably clean and to the satisfaction of the Administrator or the Applicant will be charged a clean-up fee.
- The room can be booked between 10 a.m. to 6 p.m. All events must finish by 7:30 p.m.
- Smoking is not allowed in any area of the building including in the courtyard. Smoking is allowed outside of the building so long as it is done at least **[9 meters]** away from the exterior door. All ashes and butts must be placed in the receptacles.
- No person in possession of, or under the influence of intoxicating beverages, narcotics or hallucinatory drugs shall be permitted on the premises.
- The Family Room and adjoining areas, when in use under these regulations, shall be at all times under the authority of the Union Villastaff.
- It is expected that noise levels will be kept to a minimum within the Family Room and surrounding areas. Guests are **not allowed** to loiter in the lobby, corridors, stairwells or any other common areas of the building.
- Furniture, furnishings, and/or electrical appliances are not to be moved in or out of the room.
- The management and staff reserve the right to inspect the Family Room at any time and to terminate any event that violates any of the regulations above or is proceeding in an illegal or disruptive manner.
- The Applicant and guests may not open or cause to be opened any locked cupboards, doors or cabinets, except where expressly permitted in this contract.
- Please do not tape decoration on other items to the wall surfaces.
- The Applicant must be present throughout the event and is responsible for ensuring that there is no excessive noise or disruptive behaviour and that the regulations are observed.
- The Applicant indemnifies and saves Unionville Home Society harmless with respect to any and all claims for injury, loss of property, liabilities or damages (including negligence) arising out of the event being held by the Applicant during the room booking period.
- Unionville Home Society reserves the right to prohibit future room bookings to the Applicant and any individual who fails to abide by these rules.

**PLEASE NOTE THAT THE ROOM IS INSPECTED AFTER EACH EVENT.
SHOULD THERE BE ANY DAMAGE OR REPAIRS REQUIRED OR IF ANYTHING IS MISSING
THE APPLICANT WHO BOOKED THE ROOM WILL BE BILLED FOR THE COST OF THE
REPAIR OR REPLACEMENT.**