

Booking the Meeting Room

To check to see when the Meeting Room is available, please call [604-801-5559](tel:604-801-5559) or visit the Manager's Office during our Duty Hours. In order to reserve the space however, please be prepared to fill out the Application form and have a deposit cheque ready at the same time. We cannot hold any room without this being completed.

Familiarise yourself with the Adopted Rules (below) for the Electric Avenue. Residents are as responsible for their own conduct on the property as they are for their Guests' behaviour. Please read the Terms and Conditions on Page 2. (Terms are also posted in the room.)

General Points about the Meeting Room: (Pictures available at: www.electricavenue.info)

The main Meeting Room is next to the washrooms on the 2nd Floor. There are a couple of glass tables and at least 12 chairs inside the room. Please return the room to a satisfactory condition for the next room user. Be careful if you decide to move the tables temporarily – they are made of glass and would be expensive for you to replace. Cabled Internet is available in the room – Courtesy of Novus. Username and password posted above the outlet. Leave the cable in the room for others.

Adopted Rules:

- *Hours of operation: 5:00 a.m. to midnight (not generally used before 8:00 am)*
- *Use of the meeting room is for residents of Electric Avenue, and a maximum of twelve (12) guests, by reservation only with the Resident Manager. Guests of residents using the meeting room must at all times be accompanied by the resident.*
- *Refundable deposit of \$100.00, payable by cheque only, which will be returned upon confirmation the meeting room has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the meeting room in excess of the \$100.00 deposit will be billed directly to the individual's strata unit.*
- *The meeting room can be booked in a six (6) hour block only, up to a maximum of four (4) times a month per resident. Exceptions apply to last minute bookings on availability for same day.*
- *No animals are allowed in the meeting room.*
- *Report any damages to the Resident Manager immediately.*

DISCLAIMER

- Use of the meeting room and amenities implies agreement with the rules governing its usage.
- The Strata Council or building management reserves the right to deny use of the facilities to any individual at any time for non-compliance with these rules.
- The Strata Corporation shall not be held responsible for any actions, claims, demands, liabilities, loss, damage, injury or expense of any kind, including legal fees, which may result of use of the meeting room and amenities by any reason.

STRATA PLAN BCS 1433 – ELECTRIC AVENUE

1. The applicant is personally responsible for the conduct of guests and for ensuring that the Bylaws of The Electric Avenue and other governing agencies are complied with and the applicant must be in attendance at all times during the function. The applicant is responsible for any damage caused by themselves or their guests.
2. The meeting room can be booked in six-hour blocks only, up to a max of four times a month with exceptions being possible with same day notice subject to availability.
3. Music and other entertainment must be kept to a reasonable sound level in order that nearby residents are not disturbed, and must be kept at a low level after 10:00 p.m. The function must terminate at end time of your event and all persons must have left the Amenity Area in a quiet and orderly manner by midnight.
4. Guests are not permitted to wander through the building or loiter in the lobbies.
5. The applicant is responsible for returning the key for the Room and for clean-up of the Meeting Room, which must be completed within the booking time of the event, as follows:
 - a. Remove any personal belongings
 - b. Sweep, clean and vacuum floors
 - c. Clean washrooms if made necessary because of your event.
 - d. Remove any garbage
 - e. Ensure furniture is in good order and where it belongs
6. Strata Corporation-owned furniture may not be removed from the Lounge.
7. Appropriate attire and shoes must be worn at all times. Inappropriate behaviour offensive to the public such as indecent exposure is not permitted in common areas.
8. Any costs incurred by the Strata Corporation for damage, loss of equipment and/or furnishings and/or extra necessary cleaning shall be recovered by the Strata Corporation, first from the refundable deposit, with the balance being paid by the Applicant to the Strata Corporation directly. At the same time, it is understood that a breach of any of the above Terms & Conditions, or any of the Noise Bylaws or other any Bylaws by the Applicant or the guests, can result in fines being assessed and the forfeiture to the Strata Corporation of any balance remaining of the refundable deposit toward payment thereof. It can also result in the loss of access privileges to the Amenities.