



Casa de Macau Cultural and Recreational Centre in Ontario
 4168 Finch Avenue East, PH 39 Scarborough, Ontario M1S 5H6

Application for the use of Casa facilities

Contact Information	Name of member-renter	
	Tel. or Cell. Number	
	E-mail	
Event day: __/__/__	Start time	
	End time	
Description	Occasion	- - - - -
	Number of guests (max. 50)	
Event Fee	Rental	\$ 80.00
	Clean-up service	\$ 55.00
	Damage deposit (refundable)	\$ 300.00
	Total amount due	\$ 435.00

I agree to the terms and conditions as outlined in the By-Law No. 1/2022 Rules and Regulations regarding the usage of the facilities of Casa de Macau Cultural and Recreational Centre in Ontario (CDM).

 Name of Member Applicant

 Signature of Member Applicant

 Request Date

 Name of Board Officer

 Signature of Board Officer

 Date Approved



By-Law No. 1/2022

Rules and Regulations for usage of the facilities of Casa de Macau Cultural and Recreational Centre in Ontario (CDM)

located at 4168 Finch Avenue East, PH 39 Scarborough, Ontario M1S 5H6

Who can use the clubhouse and what are the terms of application:

1. Any member in good standing is entitled to apply for the usage of the Casa facilities (rented area) constituted by the hall and the kitchen subject to availability.
2. The rented area is for the exclusive use of the applicant member (hereinafter called the member-renter) and his/her guests. It cannot be sublet to anyone else.
3. According to information provided in the application form, the Board and/or Clubhouse Committee shall have, in its sole and absolute discretion, the right to accept or reject any member's application without any explanation.
4. The member-renter cannot use the rented area for unlawful purposes, or for the purpose of selling illegal products for profit or promoting any goods or articles that may incur profit in the near future.

How to book and fee payment

5. Upon request to the Casa's Board, an application form will be sent out for completion. The application will be reviewed by the Board/Clubhouse Committee and the member-renter will receive confirmation of availability in a week followed by fee and deposit payments if approved.

Responsibility of the member-renter and waiver

6. Member-renter is fully responsible for the usage of the rented area and will indemnify CDM any loss and/or damage incurred or suffered by the CDM caused by his/her guests.
7. Member-renter must be present at the rented area at all times throughout the event. If he/she is absent even for a short time he/she must designate a person to take charge in his/her place.
8. Member-renter fully understands that it is his/her obligation to inform all guests that CDM shall not be held responsible or liable for any injuries, loss or damage, however caused, while he/she and guests are in CDM premises during the event.
9. Member-renter is fully responsible for ensuring that all guests, especially parents of minors, comply with the CDM and the building Rules and Regulations.



Rules and Regulations for usage of the rented area

10. The regular rent period of time is from noon to 9PM. Starting time can be adjusted case by case.
11. After approved rental, the member-renter will be provided a “key code” to enter the CDM’s facilities 15 minutes prior to the start time to allow him/her to inspect the rented area. If there is an unusual situation that comes to his/her attention, it should be reported to the person who provided the “key code”, with photos or videos for evidence.
12. Users are not allowed to use spikes, hooks, screws or nails on the walls or woodwork in the rented area for hanging event promotion material. Alcohol consumption is not permitted.
13. Users, while having a good time during the event, shall always respect other unit users by keeping a low noise level.
14. All activities of the event must be contained within the rented area. All public areas are not to be used as an event extension.
15. Cooking is not allowed. The electric kettle and coffeemaker are provided. The microwave and range may be used for reheating foods only. All kitchen utensils stored in the cabinets are not to be used. If food is provided for his/her guests, member-renter should be prepared to bring their own necessary supplies (e.g., plates, cups, utensils, napkin, drinks, etc.....) and shall refrain from using CDM supplies stored in the kitchen cabinets. At the end of the event, member-renter shall keep chairs and tables cleaned, and must be returned to their places and stacked neatly.
16. Member-renter should bring his/her own garbage bags which should be placed in the garbage container located in the kitchen. At the end of the event, the garbage container must be emptied and returned to its designated cabinet. All garbage bags for disposal are to be placed outside the clubhouse entrance for garbage collection.
17. Sound system located in the hall is not included in the rental. However, the TV can be used with the condition that the sound is in an acceptable volume, to minimize noise disturbance to other unit users.
18. Clubhouse doors must be kept shut at all times during the event.
19. Although the member-renter uses our designated clean-up personnel, he/she must keep floors, counters and tables dry to avoid stains.
20. All lights, faucet, range, electric kettle and coffeemaker must be shut off and unplugged after use.
21. The air-conditioner is set at an acceptable temperature to maintain constant air flow even when there is no attendance. When there is an event, member-renter can set temperature by pressing “WARMER” or “COOLER” and then ‘HOLD TEMP’. At the end of the event, press “RUN PROGRAM” and the temperature will return to pre-set mode. Please refrain adjusting other buttons to avoid messing up the previous setting.



22. The most important step to remember for our member-renter is to ensure our facility electronic door is properly locked. This is done by pressing the “KWIKSET” button before he/she leaves the premises, and to test the door knob again to ensure it is completely locked.

Rules and Regulations related to the building

23. Children are not allowed to play in public areas (where the public has access, including but not limited to the corridors, hallways, lobbies, and entrance area to elevators).

24. Food or beverages are not to be consumed in public areas (where the public has access, including but not limited to the corridors, hallways, lobbies, and entrance area to elevators).

25. Smoking is not allowed in the building.

Emergencies

26. Call 911 immediately to report any accidents and injuries that require attention and provide a report to the Casa Board/Clubhouse Committee for their records on the next business day.

Parking

27. Parking is allowed in the building until 10 pm without any exception. The CDM is not responsible for any damage, break-in or any stolen items while parking in the building’s parking lot.

Cost of rent/usage

28. The cost of the rental is \$ 80.00 and an additional charge of \$ 55.00 for clean-up. The Board/Clubhouse Committee have their own clean-up personnel and cannot accept any alternative from the member-renter.

29. In addition, a \$300.00 damage deposit must be paid together with the rental payment before the event date. If the rented area is returned in good condition at the conclusion of the rental, the deposit will be returned to the member-renter.

Toronto, 13th July, 2022.

The Board of Directors