

## COMMUNITY ROOM BOOKING PROCEDURES & CONDITIONS OF USE

- The Community room located on the L6 roof top area is available for use by residents and their guests between 10am and 10pm daily. The room provides kitchen facilities and a flat screen television for watching movies.
- A bond of \$200.00 is required to be paid when booking the room. An inspection of the room and the roof top area will be carried out by Building Management before and after the booking to ensure that all areas are cleaned to their original state and that all fixtures and fittings are in good operating condition.
- Residents are required to inform Building Management at the earliest opportunity of any damage or cleaning issues caused to the Community Room or roof top area during their usage.
- The maximum number of people who may use the Community Room area, including the roof top area during a reservation (inclusive of the Resident) is 30. The Resident making the booking must be present **at all times** during the reservation and ensure that all guests are aware of and adhere to the Conditions of Use.
- Failure to comply with the conditions outlined in this form, and/or the buildings by-laws will result in an immediate forfeit of the security bond and further action will be taken against residents to recoup any costs associated with damage to the area.

### MAKING A BOOKING

- Only building residents registered on the BuildingLink system are permitted to book the Community Room and reservations are approved on a first come, first served basis. All reservations shall be made via the BuildingLink system at least 5 business days in advance of the requested date.
- To make a booking, login to BuildingLink, accessible via the buildings website, [www.metropolitanstleonards.com.au](http://www.metropolitanstleonards.com.au) . Residents who do not have a login must first register their details with Building Management using the 'Resident Registration' form available on the home



page of the buildings website. Once logged in go to 'Amenity Reservations' tab and then select 'Add New Reservation'. You should then complete the form with your proposed booking time selecting the Community Room as the amenity you would like to book.

- Bookings will be approved by Building Management within 24 business hours and residents must then pay the \$200 bond to the Strata Manager via bank transfer to the Owner's Corporations account using the following bank account details:

Account Name: SP 95763

BSB: 182-222

Account No.: 245389796

Payment Reference: Please write "BBQ Bond (Unit Number)"

- This bond must be paid within 24 hours of receiving booking confirmation and Building Management will not provide access to the area until the bond has been received in which key access will be provided.

## SAFETY AND BEHAVIOUR

- Any activities which may cause annoyance, disturbance or injury to other users or residents are STRICTLY PROHIBITED in the Community Room and L6 roof top area. Residents and their guests must exercise the Responsible Service of Alcohol; drunk or inappropriate behaviour will not be tolerated and will constitute a breach of the reservation conditions. Management reserves the right to disallow future usage to any person(s) whose activities are found to cause annoyance or disturbance to other building residents which constitute a breach of building by-laws.
- The Community Room and roof top area is not to be altered in any way including the adjustment of fixtures and the hanging of items on electrical or other fittings. No items, including food and drinks are permitted to be placed on balcony ledges or railings in the area at any time. The use of fireworks, flammable liquids and open flames in or around the area in any form is not permitted.
- Smoking of any substance is not permitted at any time or any other common area of the building.
- Children under the age of 12 must be accompanied and supervised at all times by their parents or adults who shall be responsible for their safe and proper behaviour.



- All Residents and guests shall use the area at their own risk. The hirer assumes full liability for any injury or damage that may occur to guests while using the Community Room and surrounding roof top area and the hirer indemnifies the Owner's Corporation against such injury or damage.
- The hirer must obey instructions from Building Management at all times. Prior approval is required if the hirer requests any variation of any of the above conditions.

## CLEANING AFTER USE

- Residents and their guests must ensure that the Community Room and L6 roof top area is thoroughly cleaned after use to the original standard. This includes:
  - Wipe down of all benchtops, tables, kitchen sink area and outdoor furniture (if required)
  - De-grease and clean all scraps, fat and oil residue from the BBQ hot plates if used.
  - All rubbish placed in the bins provided. Recyclable material including glassware is to be placed in the appropriate disposal area in the building. Left-over food or rubbish must not be left in the sinks or in any other part of the Community Room or L6 roof top area.
  - The Community Room fridge must be cleaned and left empty of items after use.
  - Seating and furnishings must be returned to a neat and tidy state after use.
  - All loose material on the floors is removed and any spillages are mopped /wiped.
  - No food, decorative, personal or any other items are to be left in the area after use
- Any additional costs incurred by Management in cleaning the area to an acceptable standard after use shall be borne by the Resident responsible for the booking and taken from the bond. Any additional costs incurred by Management due to loss or damage to the Community Room, L6 roof top area and surrounding property caused by themselves or their guests shall be borne by the Resident responsible for the booking and taken from the bond.

If there are any questions regarding booking or the use of the Community Room, please don't hesitate to speak to Building Management on the contact methods above.

## BUILDING MANAGEMENT

