



**Managing Agent**  
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*Ottawa Carleton Standard Condominium Corporation # 803 / # 878*

# Media Room Usage Agreement

DATE ROOM WANTED: \_\_\_\_\_ UNIT: \_\_\_\_\_ **200 or 234**

I hereby apply to reserve the use of the Media Room of OCSCC 803 – 200 RIDEAU STREET and OCSCC 878 – 234 RIDEAU STREET on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_ Number of Guests \_\_\_\_\_

**MAXIMUM OCCUPANCY – 16 (abuse will mean loss of use)**

The person reserving the room is responsible for any damages. If damages or cleaning costs are incurred the Corporation will effect repairs and charge the costs back against the unit.

I agree to pay any cleaning fees necessary to restore the Media Room to its initial state of cleanliness. The Media Room will be inspected for cleanliness and damage and sealed prior to my use, and inspected by the guard again when locking the room at cessation of use. **At 11:00 p.m.**, Security will notify me that the event must stop, the guests must leave. Refusal to vacate will result in assigned administrative costs.

I agree to assume all risks involved in the use of this facility, and hereby absolve OCSCC 803 and 878 and their employees and agents, of any responsibility for damages, losses, or injuries which may occur to me and/or my guests during our use of the facility.

If noise complaints are received by Security, I agree to reduce the noise to an acceptable level. Failure to comply will result in closure of the facility and/or permanent loss of use of the facility as well as charges for any and/or all security costs.

**I agree to be present in the facility at all times and to be personally responsible for monitoring and supervising the event.**

Sale of alcoholic beverages is prohibited. This agreement DOES NOT include the use of the Pool, Exercise Room, or Sauna.

The FOB must be returned to the Security Desk at 200 Rideau immediately following the use of the room or the signatory (Owner) will be billed \$125.00 for administration.

I (print) \_\_\_\_\_, the Owner \_\_\_\_\_ Renter \_\_\_\_\_ agree to all of the above conditions and terms and swear I am at least nineteen (19) years of age.

**SIGNATURE:** \_\_\_\_\_ **Approved** \_\_\_\_\_