

CENTRAL

Strata Plan EPS2304

RULES

FACILITY BOOKINGS (*ratified March 2017 at AGM*)

All common facilities and bookings are for the use of the residents of Central only.

FITNESS ROOM (*adopted at the February 2nd, 2015 Strata Council Meeting*)

PERSONS USING THE FITNESS FACILITY DO SO AT THEIR OWN RISK AND RELEASE AND INDEMNIFY THE STRATA CORPORATION AND THE MANAGING AGENTS FROM ANY AND ALL CLAIMS ARISING FROM THE USE OF THE FACILITY.

1. The exercise room is for Central Residents and their guests only. All visitors shall be accompanied by a Resident.
2. Smoking or alcoholic drinks are not permitted.
3. No glass is permitted. Only plastic bottles and drinking containers.
4. Proper gym attire is required (shoes, shirts, shorts or athletic pants). Wearing of wet swimming apparel and sandals are not permitted.
5. No unaccompanied children under the age of 14 are permitted in the room, with the exception of infants in strollers.
6. No pets are permitted in this area.
7. All equipment shall be wiped CLEAN and restored to its original place after use (e.g. mats, bikes, free weights etc.)
8. Anyone witnessing persons causing damage or breaking rules in this facility shall report the incident to the concierge staff.
9. Headphones shall be used for listening to music. No stand alone sound system allowed.
10. Use of the cardio exercise equipment is limited to 30 minutes per session when other users are waiting in the exercise room.
11. When using the weight stations, please lower weights gently, without dropping. When finished, please turn the treadmill and bicycle off and return any “free” weights to the storage rack.

12. No more than one (1) guest per strata lot is allowed in the gym area at any given time.
13. It is prohibited to remove any equipment from the fitness room.

THE GAMES ROOM

1. The Games Room can be booked as follows:
 - a. 11:00 a.m. to 5:00 p.m. at a rental fee of \$50; and/or
 - b. 5:00 p.m. to 11:00 p.m. at a rental fee of \$50

To confirm the reservation, please return the rental agreement completed with a \$200 damage deposit cheque made payable to "**Strata Plan EPS2304**" (returned to you if there are no damages or cleaning charges after the booking) and a separate cheque made payable to "**Strata Plan EPS2304**" for the applicable amount of your booking to the concierge staff. Failing to do so will result in cancellation of your reservation.

2. Cancellation must be received by the concierge staff in writing within 48 hours of your scheduled reservation or a cancellation fee of \$25 will apply.
3. An overtime fee of \$50 will apply if the room is not vacated within 30 minutes of the end of the booked time frame and every hour thereafter. If after the first overtime hour the room is not vacated, the resident who made the original room booking will also have their booking privilege revoked for a period of three (3) months.
4. The room will be inspected prior to the booking by the concierge staff and after use to determine the condition of the room for any loss and/or damage to the room beyond normal wear and tear. If, in the opinion of the concierge staff, no damage has occurred and adequate cleaning has been done, your \$200 deposit cheque will be returned. You must leave the room in the same stage that you received it (for example remove all decorations, confetti, garbage bags from the bins, wipe all counters and tables, marks on the walls and vacuum the room to an acceptable state).
5. You, personally, will be held responsible for any loss or damages and for any cleaning cost pertaining to the room (Note: **cleaning charges will apply if the room is returned unclean**). It is further understood and agreed that you will be responsible for the activities and damages done by your guests and will save the Owners of the Strata EPS2304, "Central" harmless from any liability arising from and/or occurring during your function.
6. The residents are reminded that the room is a **NON-SMOKING AREA**.
7. No pets allowed in the room except assistance animal(s).
8. The consumption of alcohol is only permitted inside the room during your reservation by all persons who are 19 years of age or older.
9. Beyond portable normal decorations, the appearance of the room shall not be altered.
10. You are responsible for the conduct of your guests and are required to ensure that the room has been **properly secured at the termination of the party. Be sure all lights are out, the heat, stove, oven, and electronic devices are turned OFF and door closed and secured** before leaving.

11. You are responsible for welcoming your guests in the Lobby and escorting them to the amenity room.
12. The maximum number of persons in attendance at the function is **NOT TO EXCEED 60**, pursuant to the requirements of the Fire Marshall.
13. All music and noise are to cease at 11:00 p.m.
14. Abuse of any of the above rules and regulations will result in the cancellation of your privileges within the booking rooms for a period of three (3) months.
15. Booking cannot be placed more than three (3) months in advance.

THE MEETING ROOM

1. The Meeting Room can be booked as follows:
 - a. Between 9:00 a.m. to 11:00 p.m. at a rental fee of \$20
 - b. For a maximum of 4 (four) hours

To confirm the reservation, please return the rental agreement completed with a \$200 damage deposit cheque made payable to "**Strata Plan EPS2304**" (returned to you if there are no damages or cleaning charges after the booking) and a separate cheque made payable to "**Strata Plan EPS2304**" for the applicable amount of your booking to the concierge staff. Failing to do so will result in cancellation of your reservation.

2. Cancellation must be received by the concierge staff in writing within 48 hours of your scheduled reservation or a cancellation fee of \$25 will apply.
3. An overtime fee of \$20 will apply if the room is not vacated within 30 minutes of the end of the booked time frame and every hour thereafter. If after the first overtime hour the room is not vacated, the resident who made the original room booking will also have their booking privilege revoked for a period of three (3) months.
4. The room will be inspected prior to the booking by the concierge staff and after use to determine the condition of the room for any loss and/or damage to the room beyond normal wear and tear. If, in the opinion of the concierge staff, no damage has occurred and adequate cleaning has been done, your \$200 deposit cheque will be returned. You must leave the room in the same stage that you received it (for example remove all decorations, confetti, garbage bags from the bins, wipe all counters and tables, marks on the walls and vacuum the room to an acceptable state).
5. You, personally, will be held responsible for any loss or damages and for any cleaning cost pertaining to the room (**Note: cleaning charges will apply if the room is returned unclean**). It is further understood and agreed that you will be responsible for the activities and damages done by your guests and will save the Owners of the Strata EPS2304, "Central" harmless from any liability arising from and/or occurring during your function.
6. The residents are reminded that the room is a **NON-SMOKING AREA**.
7. No pets allowed in the room except assistance animal(s).
8. The consumption of alcohol is only permitted inside the room during your reservation by all persons who are 19 years of age or older.

9. Beyond portable normal decorations, the appearance of the room shall not be altered.
10. You are responsible for the conduct of your guests and are required to ensure that the room has been **properly secured at the termination of the party. Be sure all lights are out and electronic devices are turned OFF and door closed and secured** before leaving.
11. You are responsible for welcoming your guests in the Lobby and escorting them to the amenity room.
12. The maximum number of persons in attendance at the function is **NOT TO EXCEED 10**.
13. All music and noise are to cease at 11:00 p.m.
14. Abuse of any of the above rules and regulations will result in the cancellation of your privileges within the booking rooms for a period of three (3) months.
15. Booking cannot be placed more than three (3) months in advance.

THE DINING LOUNGE

1. The Dining Lounge Room can be booked as follows:
 - a. 11:00 a.m. to 4:00 p.m. at a rental fee of \$50 from Sunday to Thursday; and/or
 - b. 4:00 p.m. to 9:00 p.m. at a rental fee of \$50 from Sunday to Thursday; and/or
 - c. 11:00 a.m. to 5:00 p.m. at a rental fee of \$50 on Friday and Saturday; and/or
 - d. 5:00 p.m. to 11:00 p.m. at a rental fee of \$50 on Friday and Saturday

To confirm the reservation, please return the rental agreement completed with a \$200 damage deposit cheque made payable to "**Strata Plan EPS2304**" (returned to you if there are no damages or cleaning charges after the booking) and a separate cheque made payable to "**Strata Plan EPS2304**" for the applicable amount of your booking to the concierge staff. Failing to do so will result in cancellation of your reservation.

2. Cancellation must be received by the concierge staff in writing within 48 hours of your scheduled reservation or a cancellation fee of \$25 will apply.
3. An overtime fee of \$50 will apply if the room is not vacated within 30 minutes of the end of the booked time frame and every hour thereafter. If after the first overtime hour the room is not vacated, the resident who made the original room booking will also have their booking privilege revoked for a period of three (3) months.
4. The room and the outdoor terrace will be inspected prior to the booking by the concierge staff and after use to determine the condition of the room for any loss and/or damage to the room beyond normal wear and tear. If, in the opinion of the concierge staff, no damage has occurred and adequate cleaning has been done, your \$200 deposit cheque will be returned. You must leave the room and the outdoor terrace in the same stage that you received it (for example remove all decorations, confetti, garbage bags from the bins, wipe all counters and tables, marks on the walls and vacuum the room to an acceptable state).
5. You, personally, will be held responsible for any loss or damages and for any cleaning cost pertaining to the room (Note: **cleaning charges will apply if the room is returned unclean**). It is further understood and agreed that you will be responsible for the activities and damages done by your guests and will save the Owners of the Strata EPS2304, "Central" harmless from any liability arising from and/or occurring during your function.

6. The residents are reminded that the room and the outdoor terrace are **NON-SMOKING AREAS**.
7. No pets allowed in the room except assistance animal(s). Pets are not allowed on the outdoor terrace.
8. The consumption of alcohol is only permitted inside the room during your reservation by all persons who are 19 years of age or older. No alcohol and no glasses are permitted on the outdoor terrace.
9. Beyond portable normal decorations, the appearance of the room and the outdoor terrace shall not be altered.
10. You are responsible for the conduct of your guests and are required to ensure that the room and the outdoor terrace have been properly secured at the termination of the party. Be sure all lights are out, the heat, stove, oven, and electronic devices are turned OFF and door closed and secured before leaving.
11. You are responsible for welcoming your guests in the Lobby and escorting them to the amenity room.
12. The maximum number of persons in attendance at the function is **NOT TO EXCEED 40**.
13. Music is only allowed inside the room at reasonable level, no music system is permitted on the outdoor terrace.
14. All music and noise are to cease at 11:00 p.m.
15. If using the barbeque:
 - a. Never leave the barbeque ON unattended at any time.
 - b. Make sure the GAS SUPPLY VALVE is turned OFF.
 - c. Turn OFF barbeque when done cooking by turning the control knobs to OFF.
 - d. Clean up the barbeque grates of any dirt and left over food debris.
 - e. In case of suspicion of gas leaks, notify the Concierge immediately.
16. Abuse of any of the above rules and regulations will result in the cancellation of your privileges within the booking rooms for a period of three (3) months.
17. Booking cannot be placed more than three (3) months in advance.

THE BARBEQUE AREA

1. The Barbeque Area can be accessed as follows:
 - a. 10:00 a.m. to 8:00 p.m. from October to March
 - b. 10:00 a.m. to 9:00 p.m. from April to September

General access to the Barbeque Area is permitted only when the Terrace Room is not booked for a private function.

2. The Barbeque Area is for Central residents and a maximum of 2 guests per resident.
3. Smoking or alcoholic drinks are not permitted, no glass is permitted.
4. No music system is permitted on the outdoor terrace.
5. Pets are not allowed on the outdoor terrace.
6. If using the barbeque:
 - a. Never leave the barbeque ON unattended at any time.
 - b. Make sure the GAS SUPPLY VALVE is turned OFF.
 - c. Turn OFF barbeque when done cooking by turning the control knobs to OFF.
 - d. Clean up the barbeque grates of any dirt and left over food debris.
 - e. In case of suspicion of gas leaks, notify the Concierge immediately.

THE THEATER ROOM

1. The Theater Room can be booked as follows:
 - a. Between 9:00 a.m. to 11:00 p.m. at a rental fee of \$20
 - b. For a maximum of 4 (four) hours

To confirm the reservation, please return the rental agreement completed with a \$200 damage deposit cheque made payable to "**Strata Plan EPS2304**" (returned to you if there are no damages or cleaning charges after the booking) and a separate cheque made payable to "**Strata Plan EPS2304**" for the applicable amount of your booking to the concierge staff. Failing to do so will result in cancellation of your reservation.

2. Cancellation must be received by the concierge staff in writing within 48 hours of your scheduled reservation or a cancellation fee of \$25 will apply.
3. An overtime fee of \$20 will apply if the room is not vacated within 30 minutes of the end of the booked time frame and every hour thereafter. If after the first overtime hour the room is not vacated, the resident who made the original room booking will also have their booking privilege revoked for a period of three (3) months.
4. The room will be inspected prior to the booking by the concierge staff and after use to determine the condition of the room for any loss and/or damage to the room beyond normal wear and tear. If, in the opinion of the concierge staff, no damage has occurred and adequate cleaning has been done, your \$200 deposit cheque will be returned. You must leave the room in the same stage that you received it (for example remove all decorations, confetti, garbage bags from the bins, wipe all counters and tables, marks on the walls and vacuum the room to an acceptable state).
5. You, personally, will be held responsible for any loss or damages and for any cleaning cost pertaining to the room (Note: **cleaning charges will apply if the room is returned unclean**). It is further understood and agreed that you will be responsible for the activities and damages done by your guests and will save the Owners of the Strata EPS2304, "Central" harmless from any liability arising from and/or occurring during your function.

6. The residents are reminded that the room is a **NON-SMOKING AREA**.
7. No pets allowed in the room except assistance animal(s).
8. The consumption of alcohol is only permitted inside the room during your reservation by all persons who are 19 years of age or older.
9. Beyond portable normal decorations, the appearance of the room shall not be altered.
10. You are responsible for the conduct of your guests and are required to ensure that the room has been **properly secured at the termination of the party. Be sure all lights are out and electronic devices are turned OFF and door closed and secured** before leaving.
11. You are responsible for welcoming your guests in the Lobby and escorting them to the amenity room.
12. The maximum number of persons in attendance at the function is **NOT TO EXCEED 12**.
13. All music and noise are to cease at 11:00 p.m.
14. Abuse of any of the above rules and regulations will result in the cancellation of your privileges within the booking rooms for a period of three (3) months.
15. Booking cannot be placed more than three (3) months in advance.

VISITOR PARKING (*adopted at the August 17th, 2015 Strata Council Meeting*)

1. All overnight parking must be registered with the Concierge staff and be issued a temporary overnight visitor parking pass to be displayed on the vehicle dashboard.
2. Each Strata Lot shall be entitled to three (3) overnight parking in each calendar month unless prior approval has been obtained from the Strata Council through the Strata Agent.

MISCELLANEOUS (*ratified at March 2018 AGM*)

1. Only the notice board in the mail room can be used for postings by Residents, on a first come, first serve basis. The concierge may clear the notice board periodically to ensure it is tidy and that notices don't become outdated.