

ELLINGTON CONDOMINIUM ASSOCIATION

Club Room Use Policy

1. All owners and residents in good standing with the Ellington Condominium Association are permitted to reserve the Club Room, located on the 6th floor, for private social functions.
2. A non-refundable fee of \$10.00¹ for each hour of use for a maximum of \$60.00 will be required for the use of the Club Room for a private function which must be remitted prior to the date of the scheduled function.
3. Reservations for the Club Room must be made with the Property Manager and should be made at least one (1) week in advance of the anticipated function. Reservations will be accepted on a “first-come, first-serve” basis.
4. Residents who reserve the Club Room for a private function will be required to sign a Club Room Use Agreement holding them responsible for any damages or loss of property in the room during their function.
5. The maximum occupancy of the Club Room is 20 persons and those who rent the facility agree to abide by this fire safety code. Should the number of individuals in the room exceed this limit, Management of the Ellington reserves the right to shut down the function and require guests to leave.
6. The individual(s) reserving the Club Room for a private function will be responsible for removing all trash and garbage (including decorations) from the room once their function has ended. An additional charge to the user may be incurred if all trash items are not removed properly.
7. As the Club Room is located on a residential floor, users are expected to keep noise at an acceptable level at all times during their scheduled function so as not to disturb others.
8. The Ellington resident who reserved the Club Room for a private function is solely responsible for the actions of their guests while they are on the premises. Each guest will be required to sign in at the Concierge’s Desk upon their arrival.
9. No animals² are permitted in the Club Room at any time.
10. No smoking or use of open flames is permitted in the Club Room at any time.
11. Excessive abuse or damage in the Club Room after a private function may result in the permanent withdrawal of privileges for that resident to reserve or use the room again in the future.
12. The TV and lights should be turned off when exiting the room, as well as all windows shut.

¹ Subject to change

² Except a registered service animal