

# **Fernwood Place**

## **Room Rental Information and Guidelines**

1. Tenants must arrange to have their own doorman to allow invited guest in. Doors may not be propped open.
2. Premises are to be left as they were: e.g. tables wiped, chairs stacked (5 high) along the wall, floor vacuumed and swept, dishes washed and put away, fridge and range cleaned. Please do not move flowers or plants.
3. Guests must stay within assigned rooms. There is to be no running in the hallways or stairwells. Unnecessary riding in the elevators is not permitted. Other activity areas are reserved for tenants only.
4. Each kitchen has dishes for 40 people. Should more be needed, tenants must supply their own.
5. Rental rates: Multi-Purpose Room (main floor) \$60.00  
Craft Room (basement) \$40.00  
\*Payment can be made by Cash or Cheque.  
\*Please submit payment to the Administration Office.
6. If facilities are damaged the tenants will be held responsible and if rowdy behavior occurs future rental may be denied.
7. This is a smoke free building. No smoking is allowed on the premises.
8. **Please be out of the room by 9:00 PM to accommodate housekeeping.**

Name \_\_\_\_\_ Room # \_\_\_\_\_

Date \_\_\_\_\_ Paid by \_\_\_\_\_

Room rented (circle one):                      MPR                      CR