



## CASTLE ROCK “KEEP” REQUEST

Complete request then email to [housingadmin@sscs.ca](mailto:housingadmin@sscs.ca)

Date/Time of The Keep Booking \_\_\_\_\_

Reason for Booking: \_\_\_\_\_

1. The Keep must be booked ahead of time with the Housing and Facilities Manager
2. The person who books the Keep is responsible for the clean up after their event. Please try to leave it better than you found it.
3. Tables and chairs are to be stacked away, garbage is to be removed to the bin, and the floor is to be swept and washed, if necessary.
4. Decorations may only be attached using “fun tack,” not tape, and must be removed immediately after the event. Nothing is to be attached to the ceiling or the blinds.
5. Any damage due to the tenant's use will be paid for by the tenant.
6. Meetings that directly contribute to the growth and development of the individual tenant or the tenants as a whole may be held in the Keep
7. Absolutely no alcohol is to be consumed or allowed in the community room.
8. Smoking is not permitted in the Keep. Please use the ashtrays provided in the common smoking areas
9. SSCS, including its Directors and employees, shall not be liable for any injuries, damages, claims, causes or actions, debts, costs or compensations of any kind arising from use of the Keep by tenants and visitors
10. An adult must be present at the keep at all times
11. Maximum use time is 3 hours unless extended time is granted by the Housing and Facilities Manager
12. Hours of use shall be between 9 am and 9 pm

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Manager Approval

\_\_\_\_\_  
Date Approved