



**544 Bridgeport Rd. Kitchener  
Flex Room Rental Application**

Applicant Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Time Requested: \_\_\_\_\_

All reservations for the use of the Flex Room shall be made through Satellite Community Homes Property Management. Requests should be made at least five (5) days before the event. Reservations will be made on a first come, first serve basis.

**The rental fee is \$25.00/day, cash only. A \$25.00 cleaning charge will be issued if the room is not left in "clean before rental" condition.**

The Flex Room is in order when:

1. Counters and tables are wiped clean
2. Floor is vacuumed
3. All food and supplies have been removed
4. Trash has been removed
5. Restroom is checked and cleaned

**NOTE: The use of alcoholic beverages is prohibited.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_