



MEADOWOOD MANOR
ELDERLY PERSONS HOUSING
PERSONAL CARE HOME

**575 ST ANNES ROAD
WINNIPEG, MB
R2M 5B2**

MEADOWOOD MANOR

Elderly Persons Housing **HANDBOOK**

PHONE: 204-257-2394

FAX: 204-254-5402:

EMAIL: INFO@MEADOWOOD.CA

WELCOME

Meadowood Manor Elderly Persons Housing (EPH) apartments is a faith based non-profit organization dedicated to providing safe and affordable housing for people aged 55+.

Meadowood Manor is owned and operated by the Manitoba Baptist Home Society Inc. and is licensed by the Province of Manitoba. The board, leadership team and staff welcome you to the EPH!

This handbook provides information regarding the building and services available.

HISTORY

Meadowood Manor was founded by a group of Manitoba Baptist Churches. The Manitoba Baptist church members had a dream in the 1970's to build a Residential facility that would care for their elderly family members by ministering to their physical, spiritual and social needs.

In 1978 this dream became a reality, supported by the North American Baptist Conference member churches, when Meadowood Manor PCH and EPH emerged as a place for our aging loved ones.

Our dedicated and caring (full-time and part-time) staff provide services to ensure the apartment block is a safe and enjoyable place to live.

LOCATION

Meadowood Manor is located in South St. Vital at the intersection of Meadowood Drive and St. Anne's Road.

Our property backs onto the picturesque Seine River.

The EPH has a total of 89 suites for independent living. There are 45 studio suites and 44 one- bedroom suites. There is an attached fully accredited 88 bed long term personal care home (PCH).

Tours of the Personal Care Home are available by appointment by calling 204-258-2588, and the Elderly Persons Housing Complex Tours are available by appointment by calling (204) 254-5405.

RENTAL CONTRACTS AND WAIT LISTS

Meadowood Manor Tower Elderly Persons Housing (EPH) is an 89-suite **Independent Living** apartment block. An annual rental contract is required; however, the contract may be terminated with a minimum of one month's notice either on the first or on the fifteenth of the month. The Penalty for breaking the Annual Rental Contract is one half month's rent. Rent must be paid with pre-authorized payment.

Each applicant can only be on 1 waitlist, either Studio or 1 Bedroom. Each applicant may decline once before being removed from the list. Internal moves are permitted; tenants must meet eligibility requirements.

Tenant Insurance

Each tenant is required to provide proof of Tenant Insurance specifically coverage for Comprehensive Liability insurance including both bodily injury and Property Damage, subject to a minimum limit of \$1,000,000.00 per Occurrence. Tenants are to ensure that their insurance is in full force and in effect at each renewal date.

MOVING IN TO THE APARTMENT BLOCK

Eligibility

Independent living

In order to meet the requirement that an applicant is "living independently" at the time of admission, a tenant must exhibit that he/she is carrying out the "activities of daily living" without any assistance or supervision whatsoever, and which activities include eating, bathing, dressing, getting to and using the bathroom, getting in or out of bed or chair and have full mobility.

Application process

Each applicant must be seen prior to accepting an application and being placed on the waiting list. Applications may be provided after an initial meeting to ensure that the applicant meets the criteria for Independent Living.

Notification of an Available Suite

Applicants will be contacted approximately 1 month prior to a suite becoming available. If an applicant accepts the Suite offer, a damage deposit of ½ month rent will be required to hold the suite.

Telephone, Television, Internet

Tenants may arrange for telephone, television and internet services with either Shaw or MTS directly. Telephone, Television and Internet are an additional cost to Tenants.

Used Furniture/Bed Bug Checks

Tenants are encouraged to only bring new furniture into the block to avoid bringing in unwanted pests such as bed bugs, etc. If Tenants purchase second hand furniture it is required that a bed bug check is completed; costs are incurred by the tenant. A bed bug check can be arranged with the Housing Coordinator or Support Services Manager. If a Tenant brings bed bugs into the building they will be charged for pest treatments.

Booking Elevators

If Tenants are bringing in large pieces of furniture the elevator must be booked for moving. Elevator bookings are scheduled with the Housing Coordinator.

PARKING & STORAGE LOCKERS

Parking

A limited number of outdoor parking stalls with plug-in receptacles are available for an extra charge. If all available parking stalls are assigned, the tenant will be placed on a wait list for the next available parking stall. If you would like to arrange for a parking spot please contact the Housing Coordinator.

Visitor Parking/Towing

Visitor parking is available at no charge. If a tenant has a visitor who's vehicle will be staying overnight, please contact the front office in the Personal Care Building to provide the vehicle details including the make and model of the vehicle and license plate number. Unidentified vehicles may be towed at the cost of the vehicle owner.

Locker/Storage Rentals

Meadowood has a limited number of additional storage units for an additional fee. Names will be placed on a wait list as units become available. If you would like to arrange for a storage locker please contact the Housing Coordinator.

ADDITIONAL SERVICES

Recreation Services

Recreation services provide a variety of programs designed to enhance community life in the EPH.

A bulletin board and a communication board in the lobby keep everyone informed of upcoming events. Dates and times are also included in the monthly newsletter Meadowood Towers calendar.

Friendship Room/Television

The Friendship Room is available for tenant programs, drop in visits and tenant bookings. A television is available with Netflix and cable. The friendship room may be booked for events, dinners, meetings and/or celebrations at a nominal fee. Tenants may contact the EPH Housing Coordinator for room booking availability.

Puzzle Groups

Puzzle tables are available in the lobby of the apartment block. All Tenants are welcome to participate with puzzling.

Board Games

A variety of board games are available for Tenant use in the Friendship Room. The board games are kept in the cabinet in the Friendship Room. Tenants are kindly asked to ensure all pieces are returned after use.

Courtyard and Green Space

The apartment complex has an outdoor sheltered café area in the front of the of the building which is available for visits. There is an enclosed grass courtyard and patio with furniture and lovely flower beds for tenants to enjoy.

Volunteer Services*

Volunteers make a real difference. There are rewarding and fulfilling opportunities for volunteers of all ages and in every department at Meadowood Manor Personal Care Home.

Volunteers are coordinated through our recreation department. Volunteers represent a diverse cross-section of the Winnipeg community and supporting churches. Reasons for volunteering are numerous and varied, but usually emerge out of the desire to help others.

Volunteers assist in many activities; recreation programs, feeding Residents, transporting, friendly visits, etc. Volunteers are screened for suitability through reference

checks and criminal record checks. They are also required to attend a facility orientation with the recreation department.

If Tenants are interested in volunteering, please contact our recreation manager at 204-257-2394.

Hairdressing Services

Hairdressing service are available Monday and Friday afternoons for a reasonable charge. Appointments can be made with the hairdresser directly by calling 204-257-8167.

Pastoral Care

A full time Chaplain is on staff at Meadowood Manor, who is available to provide support and counseling if needed.

Spiritual Care

The Chaplain conducts interdenominational church services each Sunday as well as other programs, encouraging spiritual growth and social interaction. This includes visitation of Tenants in their apartments or in the hospital, and counseling with families. The Chaplain is available for funerals and other services as called upon.

Sunday services are provided at 10:00 am in the Personal Care Home Chapel (with Communion Service conducted on the 1st Sunday of the month). An afternoon Bible Study is provided on Wednesday afternoons at 2:00 p.m. in Upper Room on the 10th Floor.

Chaplaincy services are not government funded, but are supported by donations from residents, tenants, their families, and supporting churches. Donations are gratefully accepted by the Meadowood Manor Foundation and tax receipts are issued once a year.

Memorial Services*

In recognition of those who have passed away while at Meadowood Manor, a memorial service is held to celebrate their lives. The memorial service involves a short prayer service, followed by sharing of memories by fellow Tenants, Residents, family and staff. The memorial service provides those who are unable to attend a formal funeral service the opportunity to say good-bye.

Memorial services are held every two months to commemorate Residents and Tenants*.

Funeral Services/Arrangements*

Our Chaplain is available for funerals or memorial services upon request. Arrangements may be made with the Chaplain for services in our chapel and/or Fellowship Hall*. Funeral/memorial services held on site can only accommodate up to 120 people. If more than 120 attendees are expected, arrangements **must** be made elsewhere.

There is no on-site parking in the Meadowood Manor Lot. St. Vital Arena must be contacted in order to arrange parking. A parking attendant must be assigned to direct visitors to the St. Vital Arena parking lot. The attendant must be available (45) forty-five minutes prior to the funeral starting as well as (10) minutes into the funeral time in order to accommodate any late comers.

Please note that there is a facility use fee of \$250.00 and a refundable \$100.00 deposit for the use of the Fellowship Hall. A facility use contract must be also be completed.

Housing Coordinator

Our Housing Coordinator provides information, and referral services for Tenants. The Housing Coordinator may take Friendship Room bookings and sell meal cards.

Maintenance Services

Requests for Maintenance services can be made in the lobby by completing a yellow request form. Maintenance staff will contact the tenant to arrange a time for suite entry to review requested repairs.

Emergency/After Hours Issues

For emergency/after hours issues please contact 204-258-2585.

Foot Care Services

Foot Care Nurses advertise their services on the main bulletin board. Appointments are made by the tenant directly with the Foot Care Nurse of their choice. Meadowood does not recommend any particular provider. References and a criminal record check are always recommended.

Meal Services

Meals (lunch and dinner) are available by purchasing pre-paid meal cards through the Housing Coordinator's Office. Meals are paid via EFT on the 1st of the month along with the rent. Meal sign up sheets are posted in the lobby. Tenants are asked to sign-up for meals the day before. Additional meals can be purchased for guests by writing their name on the list for each required meal. Tenants can pick up their meals in the lobby at designated times as outlined on sign up sheets.

Grocery Delivery

Grocery delivery may be arranged by contacting Save-on-Foods and completing an order on-line. <https://www.saveonfoods.com/>

Private Housekeepers

Meadowood Manor Towers does not offer housekeeping services. Tenants who require assistance with housekeeping would be required to make their own arrangements for assistance with housekeeping. A number of private housekeepers are available for a pay for fee service. Contact information is available in the lobby on the main floor bulletin board. Meadowood does not recommend any particular provider. References and a criminal record check are always recommended.

Laundry Services

The laundry room is available on the Main Floor. Tenants receive a Coinmatic Laundry Card upon move in that can be preloaded with a dollar value by using either a debit or credit card (with "Tap"). The pre-load machine is located in the laundry room off the lobby.

Recycling & Garbage Disposal

Each floor has a garbage chute for garbage disposal, all garbage must be placed in a plastic bag and tied securely before placing in the chute. Recyclable items can be placed in the blue bins located on the main floor.

Snow Removal & Slippery Conditions

During the winter season, snow clearing and sanding is completed daily. Salt/Sand barrells are located by the main entrance. All Tenants and visitors are reminded to please be mindful when walking during slippery conditions. Tenants are responsible for clearing snow inbetween vehicles.

Heating and Air Conditioning

Electric baseboard heating with individual room temperature control is provided in each suite. Hallways and common areas are air conditioned. Tenants may purchase their own portable air conditioners if they choose and are responsible for their own installation. Air conditioners must be less then 10,000 BTUs.

Bus Routes

A bus stop with shelter is located in front of the building on St. Anne's Road. To receive information regarding schedules call 204-986-5700.

Emergency Fall Measures - Victoria Life Line:

We recommend that tenants contact Victoria Life Line or a similar service provider to have emergency notification measures in place in case of a fall. Meadowood Manor PCH nursing staff are **not permitted** to provide medical services or emergency care to tenants in the EPH. Emergency contacts provided to Victoria Life Line must be a family member or friend. Meadowood Manor Staff can not be provided as a contact.

RENT CHARGES AND PAYMENT

Rent is charged on the first day of each month. If the first of the month falls on a weekend/ Statutory Holiday, the rent will be charged on the next business day.

Meadowood Manor requires monthly payment by Pre-Authorized Payment.

ADDITIONAL INFORMATION

Mail & Newspaper Delivery

Mail is delivered Monday to Friday by Canada Post and mail boxes are conveniently located in the main lobby.

Friendship Room Rentals:

The Friendship Room is available for tenant rentals based on availability. Please see the attached rental form in the appendix. Rentals are completed with the EPH Housing Coordinator.

Alcoholic Beverages

Alcoholic beverages are **NOT** permitted in public areas.

Smoking/ Vaping

The EPH is a smoke free building. Tenants, staff and visitors are **not** permitted to smoke or vape in the building **or** on the property, this decreases the risk of fire and improves air quality for everyone. Meadowood Manors' *Smoking Policy* reflects the City of Winnipeg bi-laws.

Electric Wheelchairs & Scooters

Meadowood Manor EPH policy does **not allow** for Motorized Vehicles such as Scooters. The policy does allow for the use of a "power wheelchair mobility aid" for those tenants who have mobility challenges and have been assessed by an Occupational Therapist.

The Tenant shall immediately advise the Landlord if at any point they would require a Power Wheelchair mobility aid. The Power Wheelchair **shall at all times** be approved by the Landlord prior to purchasing. Incidents involving injury to another person,

including hitting someone or misuse of the equipment for the purpose of making threats to others, or causing excessive damage to the physical environment of the Facility will result in the power vehicle being removed.

The Chair owner is the only driver.

The Chair must be stored in the tenant's room rental unit and not be left or parked in any common area inside or outside of the building.

Home Care Services & Assessments

The EPH is an independent living apartment block; however, many Tenants have care assistance provided by the WRHA Home Care Program.

The Home Care Program was established in 1974 to help people live at home, remaining independent for as long as possible, thereby avoiding or delaying the need for individuals to go into long term care facilities.

The mandate of the program is to provide effective, reliable and responsive community health care services to support independent living, develop appropriate care options with clients and/or family and facilitate admission into long term care facilities when living in the community is no longer possible.

To be assessed for Home Care services call the WRHA intake line at 204-788-8330.

GPAT – Geriatric Program Assessment Team

GPAT are a team of health professionals (Geriatrician, Nurses, Occupational Therapists, Physical Therapists, and Social Workers) and one member of the team visits the frail, elderly client age 65 or older in their home.

GPAT also provide geriatric consultation for individuals age 65 or older in all six Emergency Departments across the WRHA.

GPAT assesses many areas of your health and day-to-day functioning including; mobility/falls, activities of daily living (dressing, grooming, etc), toileting, memory, mood, medication management, and social supports.

In addition to assessments, GPAT service provide recommendations, short term intervention, consultation to care providers, education and support, and connection with resources.

In order to complete a home visit, the Team requires client's name, address, telephone number, date of birth, and Manitoba Health Registration Number.

If you feel that Geriatric Program Assessment Team can assist, call the Central Intake line at 204-982-0140.

Income Tax Services

Meadowood Manor has partnered with the Community Volunteer Income Tax Program to provide services to tenants who have a set limit of \$35,000.00 annual income for Single Persons. Notice to sign up for appointments will be posted at the appropriate time of the year.

Flu Shot Clinics

Flu shot clinics are arranged to provide services to the Tenants living in the EPH. Tenants may also use a provider of their choice.

Fire Alarms & Protection

In the event of a fire, able bodied tenants should use the stairs to report to the designated safe space: EPH Friendship Room and wait for direction from the fire department. There are two stairwells; one on each end of the hall. Stairwells on the 2nd floor exit to the exterior of the building.

Tenants who are unable to exit via the stairs should shelter in place in their room. If you require assistance to exit the building in the case of an emergency and would like your name added to the “shelter in place” list, please let the EPH Housing Coordinator know. Lists are updated monthly and stored in the fire panel for easy access by the Winnipeg Fire Paramedic Services.

Tenants are encouraged to familiarize themselves with the fire plan located in their suite and adjacent to the elevators.

Protelec Alarms monitors our fire panel system on a twenty-four (24) hour basis. They send information directly to the Winnipeg Fire and Paramedic Service in the event of an occurrence.

Each hallway and suite is equipped with smoke detectors and sprinklers.

Following a fire alarm, once the building is cleared, the fire department will announce an “All Clear”, so tenants can return to their suites.

The sprinklers, fire panel, fire alarms and fire extinguishers are all checked annually.

Security

Our building has a twenty-four (24) hour security system with video cameras and video recording of entrances. Our front door is locked 24 hours a day. Visitors may enter the building by calling the Tenant to be “buzzed” in.

It is important that Tenants do not let anyone into the building unless they are here to see them. Home Care, Pharmacies, meal deliveries should contact the Tenant they are here to see.

Lock boxes for keys are not available, in the entry way, however families may purchase a lock box to be placed outside the Tenant’s suite for access to the suite by Home Care or other family members. Suite keys for the lock box will be an additional cost.

Tenants are encouraged to make sure they do not have visible valuables in their vehicle when parking to reduce the likelihood of theft.

Pets

While we recognize that a special bond exists between people and their pets, unfortunately Tenants cannot bring their own animals to live in the EPH. Family and visitors are permitted to bring pets in to visit, however, pets should not be on furniture in common areas and can not enter dining areas or areas where food is being served. Visiting pets must be leashed at all times, licensed and up-to-date on vaccinations.

All aspects of the care of visiting pets, including the cleaning up of “accidents”, are the responsibility of the owner. In addition to cleaning up after any “accident” the pet may have, it is the responsibility of the owner to notify the Housing Coordinator so that further cleaning may be done.

MEADOWOOD MANOR FOUNDATION

Meadowood Manor Foundation Inc. is responsible for receiving and administering the financial donations made in support of Meadowood Manor.

Donations can be made in support of either the Chaplaincy Program Fund or the Special Projects Fund.

Donations can also be made in memory of a loved one who has passed away, however; pursuant to the Foundation Board's policy, all memorial donations are used for the support of the *Chaplaincy Program*. All donations should be made payable to "Meadowood Manor Foundation Inc".

Donations can also be mailed to:

**Meadowood Manor Foundation Inc.,
102-575 St. Anne's Road,
Winnipeg, MB R2M 5B2**

The Foundation issues charitable donation receipts to donors once a year. Questions about making donations to the Foundation can be directed to 204-588-8507 or by Emailing: office@meadowoodmanorfoundation.org

Staff Gifts:

Staff cannot accept gifts, with the exception of confectionary items that are given to staff as a group. Prizes may be donated towards the staff Christmas party draw in December.

Donation of Personal Items:

Donations of Tenant clothing and furniture are gratefully declined due to storage limitations.

CONCERNS ABOUT CARE AND SERVICES

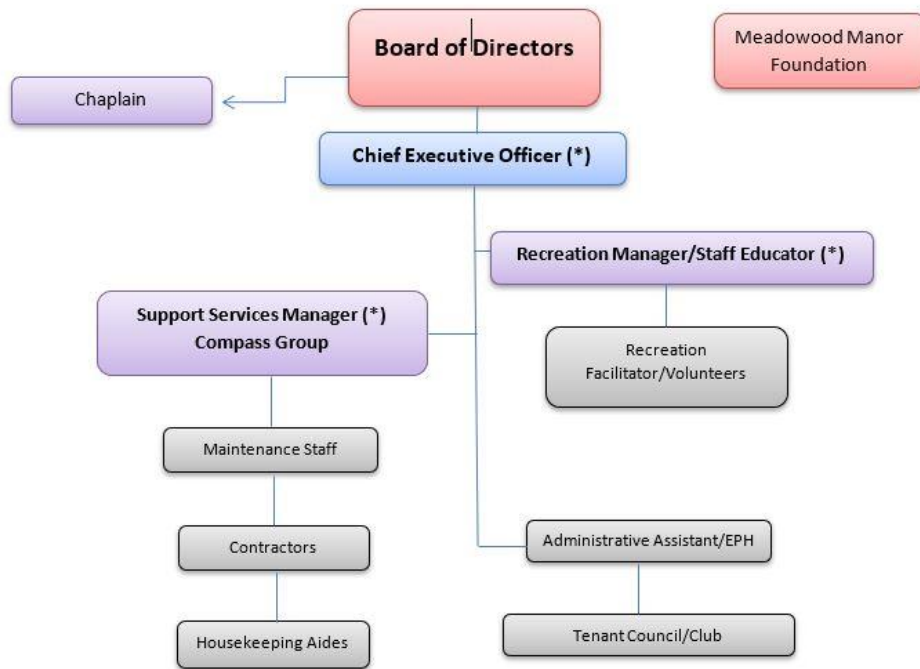
Meadowood Manor encourages Tenants to bring concerns forth at the time they occur. The sooner we can address your concern, the better.

At Meadowood Manor we are committed to providing the best possible care and services to all of our Tenants and their families. Your feedback helps to ensure continuous improvement in the services delivered by our staff. We are interested in any comments, suggestions, or concerns you may have.

Care and Service Concern forms are available at the EPH Lobby. We encourage you to complete the form and submit it directly to the CEO. If the concern is of an urgent matter, you are welcome to speak directly with the CEO.



Meadowood Manor EPH Organizational Chart

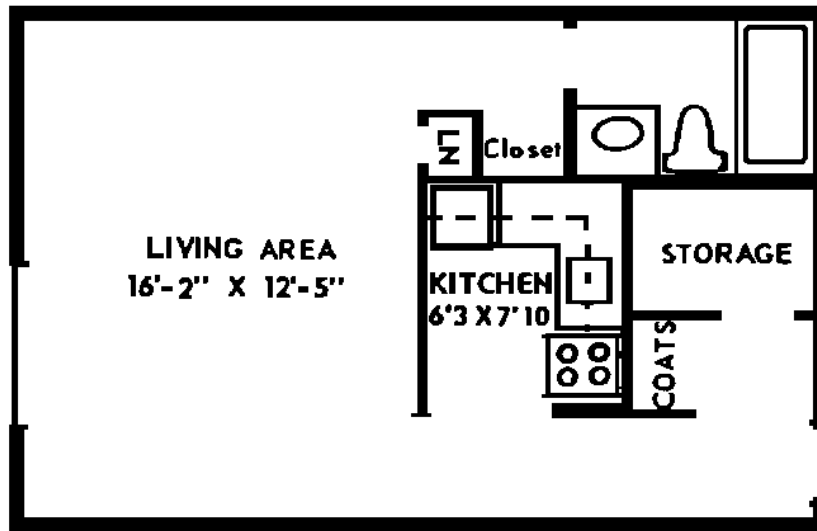


Revised November, 2023

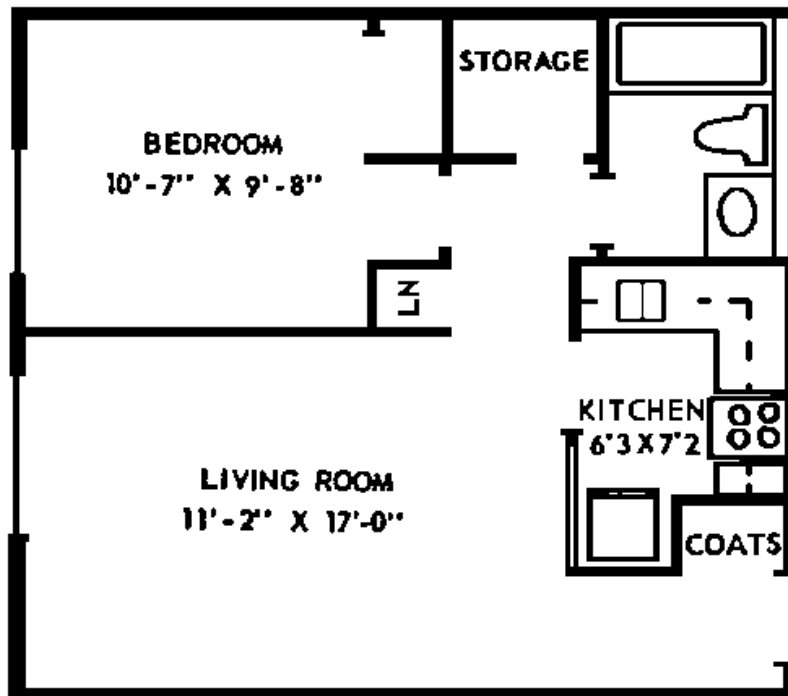
(*) Management

H: //Administration/Organization Chart & Meadowood Logo/Meadowood Manor EPH Organizational Chart

Typical Studio Suite



Typical One-Bedroom Suite



NOTE: The average size of the one bedroom suite is 486 sq. ft. and the average size of a studio suite is 405 sq. ft.
Some floor plans may vary slightly as to size and layout.



Meadowood Manor

577 St. Anne's Road • Winnipeg, MB • R2M 3G5

Phone: (204) 257-2394 • Fax: (204) 254-5402

Problem Solving at Meadowood Manor EPH

There may be times when you are unable to solve a problem that concerns you or your family and friends. If this happens, you are encouraged to take all the following steps:

For issues relating to building Maintenance: *First, complete a Maintenance Requisition Form. These forms are located on the wall to the right of the Housing Coordinator's Office at the end of the hallway on the main floor.*

If the problem persists, or for urgent issues, (those that pose a safety risk or risk of property damage) please contact **the Support Services Manager during regular office hours:**

Marsena Bissessar, **Support Services Manager**
(Dietary/Housekeeping/Laundry/Maintenance)
Phone: 204-258-2584

For after-hours support for URGENT issues call:

1st Floor Nursing Station at 204-258-2585

ADDITIONAL EPH Support

Nicole Boonstra, **CEO**
Phone: 204-258-2581

Chaplain
Phone: 204-258-2590

Stephannie Campbell – **Social Worker**
Phone: 204-258-2588

Marlene Piel, **EPH Housing Office**
Phone: 204-254-5405

Rachelle Hamm, **Recreation Manager & Education Coordinator**
(Volunteer opportunities, recreation programming)
Phone: 204 257-2394 Ext: 2253

SECTION 2 – INVESTIGATION & RESOLUTION

Within 2 business days, the Tenant/Family is to be contacted about the concern. The completed form is to be returned to the CEO once the concern has been addressed.

WHAT ACTION WAS TAKEN TO RESOLVE THE CONCERN: (include prevention strategies)

COMMUNICATION OF ACTION TAKEN:

	Date	Time	Contacted In Person	Phone Contact	Message Left	No Answer	Caller's Initials	Name of Person Contacted
1			Y N	Y N	Y N			
2								
3								

SUMMARY OF CONVERSATION(S):

Perception of the Tenant's/family member's satisfaction level at conclusion of conversation(s) (circle):

Concern Resolved? Y N Satisfied? Y N Follow up required? Y N

FINAL OUTCOME: _____

SIGNATURE OF PERSON COMPLETING RESPONSE

DATE:

CHIEF EXECUTIVE OFFICER:

DATE:

MEADOWOOD MANOR
577 ST. ANNE'S ROAD, WINNIPEG, MB, R2M 5B2
FACILITY RENTAL APPLICATION



MEADOWOOD MANOR
ELDERLY PERSONS HOUSING
PERSONAL CARE HOME

APPENDIX B

Name of contact person: _____
Phone Number: _____
Date of Application: _____

<u>Facility Required:</u>	<u>Capacity:</u>	<u>Charge:</u>
<input type="checkbox"/> PCH Fellowship Hall	100	\$250.00 / 2 hours
<input type="checkbox"/> PCH 2 ND Floor Lounge (*PCH Residents Only)	12	\$40.00 / 2 hours
<input type="checkbox"/> EPH Main Floor Friendship Room* <i>(*EPH Tenants Only)</i>	30	\$50.00 / 2 hours

Type of event: _____ Date of event: _____
Time begin: _____ Time end: _____ Total hours: _____

Expected attendance: _____ [Parties over 12 must park in the St. Vital Centennial parking lot. The applicant is responsible for arranging with the community center for permission. A message can be left at phone number (204) 257-3833 to make arrangements]

Utilities Required:

Tables/chairs Oven Fridge Dishwasher Meadowood Catering TV

Comments/ Special Requests: _____

Payment required (separate payments required): Cash Cheque

Total Rental Charges: _____

\$100 Refundable Deposit Received: _____

***An additional \$100 after-hours charge will be added to the charge for bookings outside of regular business hours. (1600hrs-2000hrs Mon-Fri and 1000hrs-2000hrs Saturday-Sunday) ***

Rental Agreement: Agreement: I agree to adhere to the attached room rental rules and understand that if there is damage to the room as assessed by the leadership team, my deposit will be withheld.

SIGNATURE OF RENTER

SIGNATURE OF LEADERSHIP TEAM



Room Rental Rules

1. The room must be returned to its original condition.
2. If the kitchen is being used, please bring your own tea towels and dishcloths for dishes.
3. Tables and chairs must be wiped down.
4. Please DO NOT leave any left-over food or drinks in the fridge.
5. Please ensure all garbage is bagged.
6. Children must be supervised at all times.
7. If any decorations are put up they must all be taken down. Do not use tape on the walls or windows of the room.
8. No alcoholic beverages are permitted in the facility or on the property.
9. Oven use is permitted but must be approved by the CEO and Support Services Manager prior to booking.
10. Room bookings are deemed private, therefore closed to the PCH and the other residents.

SIGNATURE OF RENTER

SIGNATURE OF LEADERSHIP TEAM



577 ST. ANNE'S ROAD, WINNIPEG, MB, R2M 5B2

FACILITY RENTAL APPLICATION - FUNERALS

Name of contact person: _____

Phone Number: _____

Date of Application: _____

Facility Required:

PCH Fellowship Hall

Capacity:

100

Charge:

\$250.00 /2 hours

Date of event: _____

Time begin: _____ Time end: _____ Total hours: _____

Expected attendance: _____ [Parties over 12 must park in the St. Vital Centennial parking lot. The applicant is responsible for arranging with the community center for permission. A message can be left at phone number (204) 257-3833 to make arrangements] **Family is responsible to have a parking attendant available to direct attendees to the Community Centre parking lot.**

Utilities Required:

Tables/chairs Audio Equipment Piano Meadowood Catering Television
 Oven Fridge

Comments/ Special Requests: _____

Payment required (separate payments required for rental and damage deposit): Cash Cheque.

Total Rental Charges: \$250.00 Received: _____

Refundable Damage Deposit \$100 Received: _____

***An additional \$100 after-hours charge will be added to the charge for bookings outside of regular business hours. (1600hrs-2000hrs Mon-Fri and 1000hrs-2000hrs Saturday-Sunday) ***

Rental Agreement:

Agreement: I agree to adhere to the attached room rental rules and understand that if there is damage to the room as assessed by the leadership team, my deposit will be withheld.

SIGNATURE OF RENTER

SIGNATURE OF LEADERSHIP TEAM

For Office Use

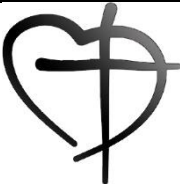
Extra Staff Required for Event: _____ (What staff is required)

Staff Booked: _____ (Scheduler Signature)



Room Rental Rules

1. Meadowood Manor is a non-smoking facility as we are part of the WRHA. There is **absolutely No Smoking or Vaping** allowed on the premises. Please ensure that guests are aware.
2. All tables and chairs must be wiped down.
3. Please ensure that all garbage is bagged.
4. Children must be supervised at all times.
5. No alcoholic beverages are permitted in the facility or on the premises outside the building.
6. Bookings are deemed private, therefore closed to Personal Care Residents and Tenants.
7. Do not leave any left-over food or drinks in the Fridge or outside of the Fellowship Hall in the lobby.
8. Guests who do not have a loved one in the facility should be restricted to the fellowship hall or lobby areas.
9. Only Meadowood Manor staff should be accessing any audio and electronic equipment. If you require access to this, arrangements must be made at the time of booking. Equipment will only be available if a recreation staff member is available on the day of the event.

 Meadowood Manor EPH POLICY MANUAL	Policy Name: Internal Suite Transfers	Policy Number EPH-I1	Page: 1 of 2
	Approval Signature:	Department: EPH	
	Issued By: N. Boonstra Date: June 2023 NEW	References:	

On occasion, tenants find that their living circumstances no longer meet their needs. If during a lease term, a tenant wishes to move, the tenant will have the option to transfer to another available apartment unit within the building community at a nominal charge.

Process:

A transfer within the building is subject to following conditions:

Internal wait list

Tenants requesting a transfer from a studio suite to a 1 bedroom suite will be placed on a waiting list in order based on the following priorities:

- Special priority tenant (members of supporting churches or PCH spouses).
- Internal tenants. Each tenant will be added to the wait list in chronological order based on the transfer request date. Internal transfer requests must meet all eligibility requirements listed below.
- External applicants: Each community applicant will be placed on the wait list by application date.

One-bedroom suites will be offered to applicants on an alternating basis.

Internal Tenant Transfer Requests:

Tenants currently residing in a studio suite who wish to transfer to a one bedroom must submit a formal request in writing to the housing coordinator.

Tenants will be required to terminate their lease by signing a Termination Notice, and loss of their damage deposit will occur if repairs to the suite are required.

A new lease will be required to be signed, along with providing a damage deposit for the one-bedroom suite.

When a one-bedroom suite is available for move-in, the tenant must be willing to take possession **immediately**. Tenants on the transfer waiting list may decline a unit offer once and still have their name held without penalty in the same order based on their original transfer request date. If the tenant declines the offer a second time, the tenant will be required to submit another request to be added back to the wait list according to their new request date.

Eligibility Requirements:

- The tenant must be in good standing and lived in the current unit for a minimum of one year.
- The tenant has not been given an eviction notice.
- The tenant does not owe any arrears.
- The tenant has paid rent on time for a stated amount of time.
- The tenant has no history of damage to the unit, disturbing neighbours, or harassing staff.