

Meadowgreen Co-operative Homes Inc.

**COMMON ROOM USE POLICY**

Preamble

The Common Room of Meadowgreen Co-op, located in the Co-op Centre, was built and funded for the benefit of the functioning of Meadowgreen as a housing co-operative. While priority in the use of this room must be reserved for meetings of the co-op's members and for committees of the co-op, it is recognized that the room can be made available for members' personal use when it is not required for official co-op uses. At the same time, since the room is located in a residential setting, it therefore should be recognized that the room can not be used in the same way that a licensed hall can be used.

Use of the Common Room which is not directly related to the co-op is a privilege extended to the members -- not a right. As long as members recognize the surroundings in which the Common Room is located and take responsibility for their actions and their guests' actions when using the room, there is no reason why the Common Room cannot continue to be well used by the Co-op's membership.

Reserving the Common Room

- (1) The Common Room may be reserved only by members of the Co-operative. If persons other than members of the Co-op are to make use of the Common Room, a member of the Co-op must be present during such usage; that members will be responsible for any disruptive actions of any guest while on Co-op property.
- (2) The Common Room may be reserved at any point in advance of the date of its use. However, use of the Common Room will not be confirmed by the designated Co-op representative any sooner than 30 days in advance of the date of the reservation. Until the reservation is confirmed, another activity may "bump" (i.e. displace) any other reservation that is in a lower category on the Priority List contained in Clause (3).
- (3) The following shall be the Priority List for use of the Common Room:
  - (i) Meadowgreen General Members' Meetings;
  - (ii) Meetings of committees of Meadowgreen Co-op;
  - (iii) Meetings of committees of other housing co-ops;
  - (iv) Meetings not sponsored by committees of this co-op (i.e. meetings sponsored by individual members)

Cost

- (4) There shall be no charge for the use of the Common Room when reserved for Meadowgreen General Members' Meetings, for meetings of committees of Meadowgreen Co-op, or for meetings of committees of other housing co-ops.

- (5) For reservations not made by committees of Meadowgreen Co-op where no alcohol will be present, there shall be a room rental fee of five dollars (\$5.00) for reservations not exceeding three hours and a fee of ten dollars (\$10.00) for reservations of more than three hours
- (6) For reservations not made by committees of this co-op where alcohol will be present, there shall be a room rental fee of twenty-five dollars (\$25.00) for reservations not exceeding three hours and a fee of thirty-five dollars (\$35.00) for reservations of more than three hours.
- (7) For reservations not made by committees of this co-op, there shall be a deposit of fifty dollars (\$50.00). The balance of the deposit due to the reserving member shall not be made available until at least twenty-four hours has passed since the reserving member's use of the Common Room. Where no dispute over the state of the Common Room after use exists, any balance due to the reserving member shall be made available no more than 120 hours after the use of the Common Room. Any such deposit may be deposited by the co-op staff prior to the date of the reservation. Cheques used to reserve the room should be dated as soon as the reservation is made, not for the date of the room use.
- (8) The person who reserves the Common Room shall be held responsible for the cleaning of the room after its use and for any damages done to co-op property by that person or her/his guests. Each reserving member of the Common Room must agree to these responsibilities in writing before a reservation can be confirmed.
- (9) No reservations of the Common Room shall be considered official by the designated co-op representative until a member of the co-op has signed a form acknowledging the terms of this policy and her/his responsibility for the use of the room. This rule shall apply to all reserving members of the Common Room.

Time of Use

- (10) The time that the Common Room is to be reserved for must be stated prior to the confirmation of the reservation. The time for which the room will be reserved shall include set-up time and clean-up time.
- (11) If the reserving member needs to set up the room, this set-up shall normally be done on the day of the reservation. If the reserving member confirms with the designated Co-op representative on the business day prior to the date of her/his reservation that there are no other reservations of the Common Room between the end of that day and the start of the time of the reservation, the Co-op representative may

allow the reserving member to set up the Common Room earlier than the time of the reservation. This permission shall be granted solely at the discretion of the designated Co-op representative, who shall grant such permission only if he/she deems the extent of the set-up to be significant enough to warrant the extra time.

- (12) The Common Room shall not be used for any purpose which will disturb the quiet enjoyment of the units of any other co-op member after 11:00 pm on weeknights or after 11:59 pm on Friday and Saturday nights.

### Cleaning

- (13) The member reserving the Common Room is responsible for the cleaning of the Common Room after its use.

- (14) The co-op shall attempt to maintain the Common Room in a cleanly state. However, the Common Room not being in a cleanly state prior to any particular reserving member's use of the Common Room shall not relieve that member's responsibility for cleaning the Common Room after her/his use of the room. This excuse shall not be accepted by the designated Co-op representative under any circumstances. *(If anyone is not satisfied with the cleanliness of the Common Room prior to its use, that person is welcome to reserve a room at ant other building in St. Catharines.)*

- (15) After use, the reserving member shall be responsible for seeing that at least the following tasks are performed:
- used cups/plates/coffee pots are washed
  - ashtrays are emptied
  - any garbage overflowing the container is brought to the required storage place
  - floor is swept (on every occasion of use)
  - floor is mopped (when any item is spilled/any residue left)
  - windows and doors are shut and locked

- (16) Where a deposit has been paid by the reserving member, the following amounts shall be deducted from the balance due to the reserving member if the tasks listed below are not satisfactorily completed:

- used cups/plates/etc. unwashed	\$10
- ashtrays unemptied	\$10
- garbage container left overflowing	\$10
- floor left unswept	\$20
- floor left unmopped	\$25
- window/door left open	\$25

- (17) Where the Common Room has been reserved by a committee not required to pay a deposit, violation of the cleaning responsibilities outlined in Clause (15) may result in the loss of future reservation privileges of that committee.

- (18) Any damage more serious than outlined in Clause (15) shall be charged to the reserving member at a rate determined by decision of the Board of Directors.

#### Enforcement Policy

- (19) Any person or committee wishing to reserve the Common Room must do so by contacting the designated Co-op representative. In periods of prolonged absence of this representative (i.e. more than three business days) or in emergencies (e.g. a request to use the Common Room early one morning for an event that has been rained out that day), the President or Vice-President of the co-op may be contacted to determine if the Common Room is available for reservation.
- (20) The designated Co-op representative shall ensure that, prior to any reservation being considered officially accepted and prior to access to the Common Room being allowed, he /she shall have the following items/information:
- name and unit number of member reserving the Common Room
  - telephone number where member can be contacted (if different)
  - name of committee to make use of room (if applicable)
  - signature on form acknowledging member's willingness to adhere to and respect this policy
- (21) After each use of the Common Room, a designated Inspector of the co-op shall inspect the state of the Common Room as soon as feasible. This member shall report her/his findings to the designated Co-op representative as soon as possible thereafter. If no designated member is available to conduct such an inspection, staff of the Co-op may conduct such an inspection.
- (22) The designated Co-op representative shall be responsible for determining what amount of the deposit is due to any member reserving the Common Room, subject to the guidelines laid out in Clause 16.
- (23) The designated Co-op representative shall be responsible for determining if any committee or member shall lose its/her/his reservation privileges, as outlined in Clause (16).
- (24) Decisions made by the designated Co-op representative under the authority of Clauses 22 or 23 of this policy may be appealed to the Board of Directors. The Board shall consider any such appeal at its next regular Board meeting: the Board shall not be expected to convene a special Board meeting solely to consider any such appeal.
- (25) Damages of a nature more serious than those listed in Clause 15 shall be reported to the President of the co-op as soon as feasible. The Board shall be responsible for taking actions

necessary to recover any losses suffered by the co-op due to such damage.

- (26) From time to time, the Board shall designate members of the co-op or staff to have the authority to reserve the Common Room, accept deposits, inspect the state of the Common Room after use, or any other task in this policy not specifically designated as a Board responsibility. At any particular time, the Board must ensure that at least one person is so authorized.
- (27) If more than one person has authority to enforce all or part of this policy, such persons shall inform the Board in writing of how the responsibilities outlined herein will be shared (e.g. by task, by day).

#### Miscellaneous

- (28) When outdoor temperatures are below 15 degrees Celsius (59 degrees Fahrenheit), neither the exterior door nor the windows shall be left open in general. They may be opened for briefly (i.e. less than ten minutes) to provide fresh air.
- (29) Alcohol may not be sold in the Common Room (or anywhere else of Co-op property) under any circumstances. (*Sale of alcohol is controlled by provincial law.*)
- (30) The consumption of alcohol shall not be permitted in the Common Room after 9:00 p.m..
- (31) Under no circumstances shall members or guests be allowed to take opened alcoholic beverages from the Common Room across any other part of the Co-op's property.
- (32) The member reserving the Common Room shall be responsible for any damages to co-op property that result from the inebriation of that member or any of that member's guests or any other person attending that event in the Common Room.
- (33) Under no circumstances shall the front doors of the Co-op Centre be left propped open when the Common room is in use. Members using the Common Room shall require their guests from outside the co-op to use the doors in the room located on the north side of the building which lead directly outside.
- (34) Guests using the Common Room shall not be allowed to enter other rooms in the Co-op Centre; generally, guests should visit no rooms other than the washrooms located near the Common Room. The member reserving the Common Room is responsible for ensuring that guests' access to the remainder of the building is limited.

MEADOWGREEN CO-OPERATIVE HOMES INC.  
REQUEST TO RESERVE COMMON ROOM

Member Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Date Meeting Room to be used: \_\_\_\_\_

Time Meeting Room Required (including any set-up): \_\_\_\_\_

Time Room will be vacated (including clean-up time): \_\_\_\_\_

Group using Meeting Room: \_\_\_\_\_

Is this group a committee of the Co-op? Yes \_\_\_ No \_\_\_

Is this group a committee of another Co-op? Yes \_\_\_ No \_\_\_

*By signing my name below, I acknowledge that I am responsible for the use of the Common Room on the above-noted date and for the conduct of any persons that attend this meeting.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*For authorized use only*

Date this form was received	
Amount received as deposit for booking	
Person receiving this form and any deposit	
Thirty days prior to date of reservation	
Date that reservation was actually confirmed	