

POLICY REGARDING THE USE OF THE CO-OP CENTRE, THE MEETING ROOM AND THE APARTMENT MEETING ROOM

The Co-operative has the following rooms:

- ' The Co-op Centre (the large room underneath the Co-op Office),
- ' The Meeting Room (the small room on the main floor of the Co-op Office),
- ' The Apartment Meeting Room (the small room adjacent to the Laundry Room in the apartment building).

These rooms are for the benefit and enjoyment of all members of the Co-operative. Use of these rooms shall not interfere with the rights of other members to quiet enjoyment of their homes.

1. Use of the Rooms:

Co-op meetings, functions and events will take priority over any other bookings.

Co-op Centre:

The Co-op Centre will be used primarily as a meeting room for the Board of Directors and committees, for large assemblies, or for any co-op function (for example, educational activities, recreational activities, or social events).

The Co-op Centre may be used by an individual member for a private function.

The Co-op Centre may be used by non-profit groups.

The Meeting Room:

The Meeting Room will be used as a meeting room for the Board of Directors and co-op committees only. Individual members or groups may not book this room.

The Apartment Meeting Room:

The Apartment Meeting Room will be used primarily as a meeting room for the Board of Directors and co-op committees, for child care for co-op meetings or events, and for co-op functions. Individual members or non-profit groups may also book this room. Events in the Apartment Meeting Room must be limited in nature because of the size of the room.

2. Hours of Use:

Events in the Apartment Meeting Room must end by 10 PM. Events in the Co-op Centre must end by 11 PM. This means that all noise must end at the required times. Noise includes, but is not limited to, music, talking and laughing outside of the rooms, and moving of furniture and equipment.

Members or groups using the Co-op Centre will be allowed to quietly clean up the room between the hours of 11 PM and Midnight.

3. Reservation Priority:

All rooms will be reserved on a “first come, first served” basis.

If a member or outside group has reserved one of the rooms but the Board of Directors or a committee subsequently needs the room for the same date, the co-op booking will take priority. Every effort will be made to accommodate the member or group that has been asked to give up or change their booking.

4. Booking the Rooms:

All rooms must be booked in advance with the office staff.

A calendar will be kept in the Co-op Office which will indicate the room being used, the user, the type of event or meeting, and the hours that the room will be used.

For the first booking, non-profit groups must make a written request to the Board of Directors and must receive the Board's approval for the booking. After a non-profit group has used the Co-op Centre once, providing no problems arose from this use, the room may be booked by reserving the room in advance with the office staff.

5. Fee and Damage Deposit:

The Board will approve by majority vote the fees for the use of the Co-op Centre and the Apartment Meeting Room providing the members receive at least 30 days' notice of any fee change. The current schedule of approved room use fees will be attached to this policy as Appendix A.

For a non-profit group using the room(s) for the first-time, a deposit of \$50 will be required for a one-day booking and a deposit of \$100 will be required for multiple bookings. The deposit must be in certified funds and must be provided in advance of the event. Following a satisfactory inspection of the room following the event, the deposit will be returned to the group. If there are no problems with the first booking, the Manager may waive the requirement of providing a deposit for future bookings.

The Room Use Fee and deposit will be waived if the rooms are used by co-op housing sector groups, for example, CHF Canada, the Co-operative Housing Federation of Canada - Ontario Region, the Co-operative Housing Federation of Toronto or Rooftops Canada, or any of these

groups' sub-committees or caucuses.

The Board of Directors may, by resolution and at its discretion, waive the room use fee and deposit following a written request from an individual or non-profit group.

6. Booking Procedure:

Prior to the function, an individual Co-op member or authorized representative from the non-profit group must come to the Co-op Office during office hours to do the following:

- Provide the required room use fee.
- Provide the deposit for the room use if required.
- Sign a "Room Use Agreement".
- Sign out the key(s).
- Obtain a copy of the "Policy Regarding the Use of the Co-op Centre, Meeting Room and Apartment Meeting Room".
- Obtain a copy of the "Co-op Centre Clean-up Procedures" (if using the Co-op Centre) and "Co-op Centre Clean-up Checklist".

Under no circumstances can the On-Call Team be contacted to allow access for a function unless prior arrangements have been made with the office staff.

After the function, an individual member or non-profit group must do the following:

- Return the key(s) to the Co-op office.
- Return the signed "Co-op Centre Clean-up Checklist" to the Co-op office.

7. Sale of Alcohol:

Under no circumstances may alcohol be sold at functions held in Co-op rooms.

8. Noise:

As stated above, use of these rooms shall not interfere with the rights of other members to quiet enjoyment of their homes. This applies at any time of the day or night. Individuals or groups using these rooms must respect the request of any member to reduce the noise from their event.

9. Cleanliness:

The Board, co-op committee, member or group using any of the rooms mentioned above will be responsible for returning the room to a clean and orderly condition after use.

Staff will review the signed "Co-op Centre Clean-up Checklist" following an event. If there is a discrepancy, staff will contact the member or non-profit group to discuss work that still needs to be done. If there is sufficient time before the next booking, the member or non-profit group will be asked to come back in a timely manner to return the room to a clean and orderly condition. If they do not, staff will ensure that the work is done and the member or non-profit group will be

charged for the work. In the case of a group which has provided a damage deposit, the charges will first be taken from the deposit and any amount remaining will be charged to the group.

10. Locking the Rooms:

All co-op rooms will be kept locked except for scheduled meetings or activities. The Apartment Meeting Room must be completely vacated and locked at 10 PM. The Co-op Centre must be completely vacated and locked at 12 midnight. Permission must be obtained from the Board of Directors to hold special meetings or functions beyond these hours.

11. Denial of Access:

Upon a resolution of the Board of Directors, an individual co-op member or non-profit group may be denied the use of the Co-op Centre or Apartment Meeting Room for future functions. The decision of the Board of Directors may be appealed at a General Membership Meeting.

Approved by the Board of Directors on September 26, 2006.