

Agnes MacPhail Community Co-operative Homes Inc.

Policy Name:	Community Room Policy
Policy Number:	14
Date Approved: Date Amended:	February 24, 2015, November 10, 2016 (re-numbered) April 14, 2016
References:	<i>Liquor License Act</i> <i>Fire Code</i> <i>Human Rights Code</i> <i>Occupational Health and Safety Act</i> <i>Meeting Room Rental Agreement</i>

Introduction

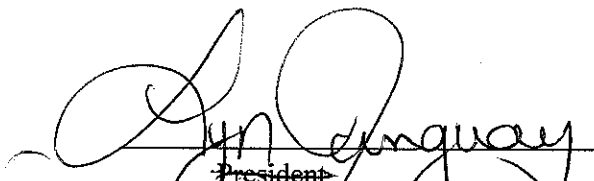
This policy refers to the usage, scheduling and regulations of the Community Room in Agnes MacPhail Community Co-operative Homes Inc.

1. The rental fee of **\$15.00** (money order/debit) and a **\$25.00** keys/damage deposit are required to reserve the Community Room and must be paid no later than **two business days prior** to the booking. The deposit will be returned once the post inspection is completed and received in the Management Office.
2. Member's housing charges account must NOT be in arrears. The member should not be in breach of the Occupancy Agreement.
3. 3. The function will be limited to guests in order to comply with the Fire Department Regulations.
4. The Community Room will be available until **11:00 p.m. only**. In consideration of the other members in the building, as well as to allow time to clean the premises, all music and loud noise **must be toned down by 10:00 p.m.**
5. The Community Room is not to be rented to private persons outside of Agnes MacPhail Community Co-operative Homes Inc.
6. Alcohol is prohibited in community room.

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7. Any damages to the furniture, finishing's or equipment in the Community Room is the sole responsibility of the member. Charges for cleaning and necessary repairs will be deducted from the damage deposit with access of charges levied against the corresponding unit.
8. Scheduling of use will be made through the Management office. The Management, in consultation with the Board of Directors, reserves the right to refuse any request for the use if the premises, which is considered to be inappropriate.
9. Guests are not permitted to gather in the hallways outside the Community Room nor wonder through the corridors and grounds. The use of confetti, scotch tape or similar materials is not permitted in or around the building.
10. The member is responsible for leaving the Community Room facilities including the kitchen and washrooms, as well as the furniture and appliances in the same condition as found. An inspection form will be completed before and after the booked event to ensure the common room is returned in proper condition. The inspection form must be completed by noon the following day after the booked event. Both inspections before and after the event must be completed with the renting member unless they are unavailable.
11. Agnes MacPhail Community Room will be maintained as a smoke-free environment.
12. The keys to the Community Room and storage areas will be given to the renting member at office closing on the last business day before the event and must be returned to the office the first business day after the event by 12:00pm. The key/damage deposit will be returned to the member once the Inspection Form has been completed.
13. The Community Room fridge has latches for a lock to be used while being rented that must be provided by the member. Once the room key has been picked up at the office, the renting member can utilize and lock the fridge. The lock must be removed and the fridge emptied once the room key has been returned to the office. Anything left in the fridge once the room is no longer rented may be thrown away.

This policy was approved by the Board of Directors on February 24, 2015 effective immediately. The policy was re-numbered and approved by the Board of Directors on November 10, 2016.


President
Treasurer


Corporate Secretary

Agnes MacPhail Community Co-operative Homes Inc.

Common Room Rental Agreement

Between Agnes MacPhail Community Co-operative Homes Inc.

And

Name of Member

Unit: _____

Phone #: _____

The member has requested the use of the Common Room on:

Date: _____ between the hours of _____

Purpose of Event: _____

1. The member has read and understands the “Common Room Policy” regarding the use of the common room and agrees to abide by this policy.
2. The member agrees to be present during the entire event described above.
3. The member acknowledges that their member’s deposit will be charged if any damages occur while the room is in the member’s use.
4. The member acknowledges that a fee of \$15.00 is due 2 business days prior to the booking of the common room.
5. The member acknowledges that a fee of \$25.00 deposit is due 2 business days prior to the booking of the common room. This fee will be returned to the member, on the following business day, once the final inspection of the common room is completed.
6. The member acknowledges that there is no alcohol permitted in the common room during the rental.

Date: _____

Agnes MacPhail Co-op

Date: _____

Member

CO-OP Rental Centre Inspection Form

Renting member: _____ Date of Function: _____

PRE-INSPECTION

Date of inspection: _____ Inspected by: _____

AREA	NOT CLEAN	CLEAN
Floors swept and washed		
Kitchen surfaces cleaned		
Appliances wiped		
Garbage/recycling removed		
Washrooms cleaned		
Furniture/chairs wiped		

Comments: _____

POST-INSPECTION

Date of inspection: _____ Inspected by: _____

AREA	NOT CLEAN	CLEAN
Floors swept and washed		
Kitchen surfaces cleaned		
Appliances wiped		
Garbage/recycling removed		
Washrooms cleaned		
Furniture/chairs wiped		

Comments: _____
