

BRITANNIA GLEN CO-OPERATIVE HOMES

COMMON AREA GUIDELINES

The meeting rooms are a multi-purpose facility and are open to equal use by members for Co-op functions or personal purposes. The multi-purpose nature of the common area is hereby specified as:

1. meeting room for committees or general membership
2. informal gathering place for members only (this applies when the rooms are not booked)
3. as play space for members' children provided with adult supervision
4. as a party area for Co-op members' private parties

Use of the common area is open to all members and shall not conflict with Britannia Glen Co-operative Homes by-laws specifying exclusive use (i.e. By-Law #4, Articles 2.1) which points out that members have the right to use co-op facilities, subject to Co-op By-laws and rules, but that in doing so must not permit any noise or disturbance that might disturb other residents of the community.

Use of the Common area is also subject to consideration of all Municipal By-Laws.

The following guidelines are presented as a means of providing Co-op facilities for the use of members, while acknowledging the rights of all members.

THE CO-OP RESERVES THE RIGHT TO REFUSE ANY BOOKING. SUCH DECISION(S) CAN BE EFFECTED BY THE BOARD IN THE EVENT THAT:

- a) The member requesting the use of the Common Area has previously violated these guidelines;

OR

- b) The request for use of the Common Area is not specified within these guidelines.

MEMBERS HAVE THE RIGHT TO APPEAL ANY DECISION TO THE BOARD OF DIRECTORS.

PRIVATE PARTIES

MEMBERS

Private parties must have a member in attendance for the period of the rental. In addition, private parties are limited to a maximum of **35** non-members unless prior permission is received from the Board of Directors to exceed this number.

Weeknights and Sundays (Except where the next day is a holiday) the meeting room must be cleaned and cleared by 11:00 p.m.

Friday and Saturday nights the facility must be cleaned and vacated by 12:30 a.m.

Application for the use of Common Area space for private functions must be submitted to the office at least 14 days prior to the event. The member making the application will be notified within three days whether or not the application has been approved. Bookings must specify the type of function planned and the number of non-members attending.

A cheque or money order for \$75.00 to cover the cost of the room rental must accompany the application. \$100.00 Cash deposit must be submitted with the application, it will be held until the facility has been inspected after the event. If extra cleaning or repairs are required the cost of cleaning/repairing will be deducted. The balance will be returned to the member. If the cost of cleaning/repair exceeds \$100.00 the user will be liable.

There will be no charge for children's parties (AGES 0-12) providing they are over by 8:00 p.m. and no alcohol is being served. The Child must also reside in the co-op.

THE SALE OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED

NON-MEMBERS

Use shall be limited to the co-op sector and non-profit organizations. Such use shall be for meetings only. The facility shall not be available before 9:00 a.m. or after 10:00 p.m.

NOTHING IS TO BE ATTACHED ON THE WALLS OF THE ROOM BEING RENTED. (NO TAPE OR THUMB TACKS) IF MEMBER(S) ARE FOUND USING ANYTHING ON THE WALLS THEY WILL BE LIABLE FOR ANY DAMAGE. (I.E. HOLES IN WALLS OR PAINT REMOVAL)

AGREEMENT BETWEEN:

Name: _____ Unit # _____

And **Britannia Glen Co-operative Homes Inc.;**

It is agreed that the Member/s named above shall have the use of the Co-operative's Common Area, _____

On: _____ from: _____ to: _____

Event: _____ # of people attending: _____
(Maximum 35)
of chairs needed: _____
of tables needed: _____

It is further agreed that the above-mentioned Member/s undertakes to be responsible for any damage caused by participants in the meeting/party to Co-op property during the times stated above. It is further agreed that the Common Area used will be left in a clean and orderly state and that chairs, tables and other Co-op equipment used by participants in the meeting/party will be returned in good condition to their designated location in the building.

The Co-op shall not be liable for any injury suffered by participants in the meeting/party or for any damage to participant's property.

A cheque or money order for \$75.00 to cover the cost of the room rental must accompany the application. \$100.00 Cash deposit must also be submitted with the application and will be held until the facility has been inspected after the event. If extra cleaning or repairs are required the cost of cleaning/repairs will be deducted. The balance will be returned to the member. If the cost of cleaning/repair exceeds \$100.00 the user will be liable.

I have read and agree to the conditions and rules outlined above and in the "Common Area Guidelines".

Member Signature

Date

Co-op Representative
For Office Use Only

Date

Rental cheque/cash received Cash Deposit received
Rental cheque/cash deposited Cash Deposit returned

Rules of Conduct

1. **Private parties must have a member in attendance for the period of the rental.** The maximum number of non-members at any private function shall be **35**, unless prior permission to exceed this number is obtained. Windows and doors will remain closed.
2. **No music may be played after 11:00 P.M. Music will not be played at a level which affects the surrounding units enjoyment of their home.**
3. Nothing is to be attached on the walls of the room being rented. (No tape or thumbtacks)
4. **NOTHING is to be attached to any of the doors or windows of the party room as it is a fire hazard.**
5. Guests are restricted to the room being rented which includes the washroom facilities.
6. Food and beverages are restricted to the room being rented.
7. No one shall congregate outside the entrances to the building.
8. Members must ensure that the Co-op's parking policy is not violated. Cars parked illegally will be ticketed and \ or towed at owners expense.
9. No smoking is allowed in the party area.
10. **Weeknights and Sundays** (except where the next day is a statutory holiday) the meeting room must be cleaned and cleared by **11:00 P.M. Friday and Saturday** nights the facility must be cleaned and vacated by **12:30 A.M.**
11. Failure to abide by these rules of conduct and the terms of the agreement signed by the Co-operative and the user will result in future booking requests being refused.

I have read and agree to abide by the Rules of Conduct outlined above,

_____ **Date:** _____
Member Signature

_____ **Date:** _____
Co-op representative