

Use of Common Space Policy

Recreation Room

This policy sets out guidelines for the use of the co-op recreation room on the second floor. The recreation room is available to all members for various functions. The room also serves as a common space for members to make use of the library and in summer, to enjoy the air-conditioning.

PARTIES AND EVENTS

Booking

1. The recreation room may be booked only by members in good standing of Hazelburn.
2. The member booking the event must be present at the event.
3. Parties and events should be booked through the office at least one (1) week in advance.
4. A Recreation Room Rental form is to be completed at the time of booking. Payment for the recreation room will be made at the time of the booking.
5. The rental fee will be set at the discretion of the Board of Directors.
6. A damage deposit of \$100.00 (cheque) dated the day of the event may be requested at the discretion of the manager and if requested must accompany the booking. The member responsible for the room will pay for any damages incurred over and above the damage deposit if required.
7. Noise must be kept to a reasonable level, which generally speaking will mean no loud music or noises after 9:00 p.m. on weeknights and after midnight on weekends.
8. The key for the room may be obtained from the office and must be returned to the office on the next business day.

Responsibilities

9. Take care when hanging things to avoid damage to walls and ceilings.
10. Please supervise your guests and ensure they do not wander the halls, misuse stairwells and bathrooms, or partake in illegal or unsocial behaviour. A reminder: There is no smoking allowed in the building. Your guests must smoke outside on the ground floor.
11. It is of paramount importance that the front door to the building be locked at all times. Admit your guests directly through the use of the rec room enterphone.

12. If alcohol is to be served, the member booking the room should obtain Party Alcohol Liability insurance coverage, if their own personal liability insurance does not cover such use of common rooms. Written confirmation of coverage should be presented to the office 1 week prior to the party or event.
13. The rec room should be left clean and free of debris and garbage after your event. Please sweep the floors, clean any spills and remove all food.
14. Please be mindful of neighbours. All complaints regarding noise must be dealt with quickly and politely.

MEETINGS

15. Co-op committee meetings may be booked simply by informing the office and signing the room booking calendar beside the mailboxes on the first floor. (Please do not remove any tables or chairs from these rooms.)
16. Because Hazelburn is a member of the community, the rec room will be available to groups who function within the community on a non-profit basis. This does not include professional associations.

There are several provisions with respect to these functions:

- a) Absolutely no alcohol will be permitted; and
- b) the time available is Monday through Sunday from 10:00 a.m. to 10:00p.m.; and
- c) a \$100.00 deposit for the rec room will be required when booking the room, and the rental fee for the rec room is \$50.00
- d) a pre-check and a post-check will be carried out, with the **person signing for a booking** responsible for any damage, uncleanliness or loss of items.

BORROWING TABLES AND CHAIRS

17. If a member wishes to borrow chairs or tables from the rec room, they must first sign them out at the office.

Approved by the Board of Directors: March 27, 1991

Approved by the General Membership: April 21, 1991

Revised: April 2004 (Re multipurpose room is now the Stella Room)

Revised: September 2013 (format, preamble, party and event hours, smoking, alcohol liability)

Approved by the Board of Directors: September 18, 2013

Approved by the General Membership: October 16, 2013

Signature: _____