

# Use of Common Areas

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## Purpose of the policy

- To establish guidelines for the hours and use of (a) the community room and kitchen, (b) the laundry (c) outdoor areas
  
- Members, associate members, and guests will conduct themselves in a manner that is conducive to the health, safety and security of everyone on Co-op property. Any health safety or security issue will be covered by this policy, whether or not it is specifically written herein.

## Policy

### (a) For Common Room and Kitchen

1. The common room is primarily for use by members for meetings and social events. Individual members may book the room for private parties. The room is not rented to outside groups.
2. Under the following circumstances, members must have special permission from the Board of Directors to book the Common Room:
  - If the room will be occupied for more than 4 hours
  - If the event involves more than 30 people
  - If the event involves the use of the basketball court, or other areas of the co-op.
3. Members and their guests attending parties and social events held in the common room shall respect the Noise Policy.
4. Members who use the room for private parties or events will be responsible for cleaning the room to co-op standards (eg. Sweeping/washing of the floor, cleaning all dishes, counters, stove, washroom, and disposing of all garbage) The costs for uncompleted cleaning or repairs will be charged to the member or treated as arrears.
5. No smoking is permitted in the community room.
6. Because any impact or weight bearing on the pipes can trigger the sprinklers, members may not hang items from the pipes and must avoid any activity that could result in impact to the pipes.
7. Board meetings and membership meetings take precedence over any private bookings.

### (b) For the laundry room

1. Every member will have access to the laundry room and may use it on a first-come first-served basis.
2. Members are asked to cooperate by keeping the room clean and tidy and by cleaning

machines after use. Members must report any broken machines to the maintenance coordinator.

3. Members are asked not to leave their laundry in the machines or in the laundry room for extended periods, in order to make the machines accessible to other members.
4. When the common room is in use, please use the alternate entrance to the laundry room, i.e. the North door.
5. Members are not to operate the laundry machines between the hours of 10pm and 8am.

**(c) For all Common Indoor and Outdoor Areas**

1. No playing or loitering in stairwells, underground parking lot, laundry, and common room areas.
2. Parents are responsible for supervising their children and ensuring that personal possessions are not left outside in common areas.
3. Anyone caught vandalising property will be responsible for correcting or paying for the damage or it will be treated as arrears.

**Policy approved by general meeting: October 2, 2012**

Replaces policy dated: 1997

## **Procedures needed to carry out this policy**

### **Common Room**

1. A calendar is posted in the common room outside the office for the purpose of common room booking. Members are to write their name and unit number, the time and duration of the event on the appropriate date of the calendar.
2. If the member making the booking anticipates that any of the conditions in common room policy 2 will arise, he/she will make a written request to the Board not less than 14 days prior to the event. The Board will seek to balance the freedom of the individual member to use the common areas with concern for any inconvenience to the rest of the members. The Board will reply to the member not less than 7 days before proposed event.