

Community Building

Purpose of the policy

- To provide members, guests and visitors with the rules for the use of the Community Building.

Policy

A member of the co-op may book the Community Building for private use under the following conditions: -

1. There is no Co-op scheduled activity.
2. The building will be booked on a first-come, first-serve basis.
3. Fifty (50) persons is the maximum number for any activity, unless prior written permission has been received from the Board of Directors.
4. A fee of Fifty Dollars (\$20 rental, \$30 deposit) will be charged for any privately booked event.
5. The member agrees to abide by the following rules:
 - a) All activities must end and the building must be cleared by Eleven PM (11:00PM), Sunday through Thursday or One Thirty AM (1:30AM) Friday, Saturday and Holidays) except with prior written permission from the Board of Directors. Noise level must be kept at a reasonable level at all times.
 - b) All doors and windows of the building must be closed after 9pm
 - c) Liquor may be consumed at the activity but must not be sold to guest without a proper permit. The permit must be presented to the office prior to the activity.
 - d) The member booking the building will be responsible for the conduct of all guests.
 - e) The member booking the building will be responsible for the cleanliness and good repair of the building and the gardens around. The building will be cleaned before Eleven AM (11:00AM) the following morning.
 - f) The member is responsible for all visitors parking in the designated stalls located in the townhouse complex and/or family building and not in maintenance or service stalls. Failure to comply with this will result in the member receiving a fine.

- g) All garbage must be placed in garbage bags and placed in the garbage bins.

Procedures

1. The member booking the building will receive and agree to these conditions by signing the agreement prior to the activity.
2. The member booking the building will be disqualified from further bookings for any breach of the agreement and will be totally responsible for any costs incurred in returning the building to good condition.
3. The agreement will be considered complete when properly authorized persons have completed a check of the building, after the event. The deposit of Thirty Dollars (\$30) will be returned to the member if all conditions have been met.
4. The Twenty Dollars (\$20) rental fee will be used for Community Building upkeep.
5. Refer to the Breakage or Damage or Actions Policy.