

Wellington Square Co-operative Homes Inc

Co-operatively owned and operated by the members who live here

Policy No. 4. Policy for the use of the Co-op Centre

The Co-op centre is for the use of Co-op members or their guests or approved groups. Committees will set aside meeting dates for Co-op events in advance. This will allow members to book private use of the centre without conflicting with Co-op events. Those holding events should have consideration for people living near the centre especially where noise level is concerned. Any request to “tone down” should be met politely and immediately. An adult member, nineteen years of age and older, must be in attendance at all times. All fire regulations as set down by the city of Burlington must be adhered to.

Rental

- 4.1. Only co-op members 19 years of age or over may rent the Co-op centre. Members must make rental arrangements at least two weeks in advance of the event; two separate payments must be made:
 - 4.1.1. \$40.00 deposit which may be returned only on return of the key and a satisfactory inspection of the facilities used.
 - 4.1.2. \$10.00 rental fee for non-committee use of the centre. As much notice as possible should be given of cancellation in consideration to other members who may wish to make use of the centre for the same date.
- 4.2. An inspection of the rooms being used should be made, by the director-on-call, just prior to handing over and returning of the keys. All members must supply their own consumables and supplies.
- 4.3. All functions should cease by one (1) a.m. All members and their guests should leave in a quiet orderly fashion.
- 4.4. Members are responsible to ensure their guests vehicles are parked in visitors’ parking and not on the roadway.

Young adult functions: Only Board Approved chaperones may pick up and return the Co-op keys and they must assume all responsibility for the supervision of young adult functions.

Guests: All groups or members using the Co-op centre are responsible for their guests and their actions.

Decorating: Masking tape only may be used for hanging decorations.

Music: The co-op equipment may only be used by a responsible adult.

Cleanup: For your leisure and enjoyment, help keep your Co-op centre clean and presentable by returning it to its original state. Members are responsible for supplying their own garbage bags and must remove all garbage from the Co-op centre and take it to their own unit and put it out with their own garbage.

Before Leaving the Building: Make sure all doors and windows are securely locked, fire doors closed, small appliances are off and lights are out before leaving.

Set security system: If the event goes past 10 p.m. please return the keys to the Director-on-call before 10 a.m. the following day.

Please note: Rental agreement forms and copies of the fire regulations are available at the office.

Approved by the Membership February 22nd 1994