

# WINKLEIGH CO-OPERATIVE HOUSING CORPORATION

## Policy No 2

### PARK HALL RENTAL

The Park Hall is for the use of Co-op members and their guests, or approved community groups. Committees will schedule meeting dates for co-op events in advance. This will allow members to book private use of the hall without conflicting with co-op events. Those holding events should have consideration for people living near the centre especially where the noise level is concerned. Any requests to “tone-down” should be met politely and immediately. An adult member must be in-attendance at all times. All municipal fire regulations, city by-laws and co-op bylaws must be adhered to.

#### **Rental:**

Members must make rental arrangements in advance of the event with the office.

Private functions may be booked up to 90 days in advance of the event date. The rental fee and deposit must be paid before the event date.

All functions are to end by 12:00am on Fridays or Saturdays and 11:00pm Sunday through Thursday.

In case of cancellation, as much notice as possible should be given in consideration of other members who may wish to make use of the hall at the same time. At least 48-hours prior to the event is preferred.

The Board of Directors has the right to refuse permission of events if in their opinion the function will cause undue noise or disturbance to the neighbouring units.

**Rental Forms:** Rental Agreement forms and copies of the fire regulations are available at the office and on the co-op’s website.

#### **Fees:**

The fee for renting the hall is \$30.00. For children’s events that run no later than 8:00pm, the fee is \$15.00. If the event goes beyond 8:00pm, the full \$30.00 will be charged. The balance may be taken from your deposit. This fee may be paid by debit or cheque. This is to be paid separately from the deposit.

A deposit of \$50.00 is required for all rentals. Deposits can be made by cheque or debit; cheques are preferred. If a deposit is made by cheque, the cheque will be held and returned to the member upon satisfactory inspection of the hall and return of the keys. If a deposit is made by debit, the member will be refunded out of the petty cash or by cheque, within 7 business days.

## **Hall Use:**

Members renting the hall have the right to rent a clean hall. Maintenance is to ensure hall is rental ready and there are adequate paper supplies in the washrooms.

An inspection of the hall will be made by staff or designated member prior to handing over and returning of the keys. Any problems or concerns should be noted on the pre-event inspection checklist. If the hall is rented for the following day the members can exchange the key between each other and sign off on the inspection sheet.

The member signing the rental agreement will be held responsible for the use of the hall for the entire duration of the scheduled function. If they leave the facilities at anytime during the function, they will still be held responsible for any difficulties that may occur during their absence.

All members must provide their own consumables and supplies.

Members using the hall are responsible for the actions of their guests. Members must ensure that their guests adhere to the co-ops by-laws regarding behaviour and parking.

Smoking is strictly prohibited in the hall. Any fine which may be served against the Co-op for non-compliance of the city by-law will be the responsibility of the member signing the Rental Agreement. Smoking will be allowed outdoors but not so as to interfere with the rights of others.

The hall renter must ensure that butt deposit sites are securely extinguished during and at the end of the event.

Marijuana smoking is not permitted in the hall or in any of the common areas of the co-op. Ontario regulations state that recreational marijuana smoking is permitted in private residences only.

Members renting the hall will be held responsible for determining what liquor regulations apply and to ensure that such regulations are complied with. The Co-op will not be held responsible for any matter pertaining to provincial liquor regulations. The member hosting the event may be held liable should an alcohol-related accident or injury occur to a guest during or departing the event.

Co-op equipment may only be used by responsible adult.

***The stove is to be used for warming and reheating only. No grease laden cooking (cooking with oil or frying burgers, chicken, bacon etc.) is permitted.***

Thumb tacks, staples and tape are not permitted. Sticky tack or painters tape only is to be used to hang decorations.

***The person signing the Rental Agreement accepts responsibility of following the posted Fire Safety Plan and will assume the responsibility of calling 911, have the building immediately evacuated and will call the after-hours emergency number to advise of the situation.***

### **After the Event:**

Members are required to keep the hall clean and presentable by returning it to its original state. Cleaning Supplies are available in the closet outside of the bathroom. An MSDS binder with a list of cleaning products used is provided. A checklist will be provided to each renter.

Members are responsible for removing all garbage and recycling from the hall and take it to their own units to be put out with their own garbage.

Before leaving the building: Members will ensure that all doors and windows are securely locked, fire doors closed, small appliances, ceiling fans, air conditioner and lights are turned off. If there is any illegal entry to the hall between the time of your function and the next business day, you will be held responsible for any damage to the hall should it be found that a door was not properly locked and there was no forced entry.

If the event continues past 10:00pm the key must be returned to a director or staff the following day before 10:00am. Should the hall be rented the day after, it must be cleaned up on the same day as your event and arrangements will be made to pass off the key. Each member should ensure that the room is left in good, clean condition at this time.

### **Complaints:**

Complaints received at the Co-op office regarding your rental (noise, behaviour of guests, by-law breaches etc.) will be reviewed by the Board of Directors.

Failure to comply with the rules and complaints stemming from your event may result in loss of rental privileges.

Any deviation from this policy must have prior board approval.

This policy was approved by the Board of Directors at a meeting held May 13<sup>th</sup> 1997, and approved at a meeting of the membership on June 17<sup>th</sup>, 1997.

This policy was amended and approved by the Board of Directors at a meeting held on November 27, 2018 and approved at a meeting of the membership on April 23, 2019

## HALL RENTAL CHECK LIST

Date of Function: \_\_\_\_\_ Member Responsible for Key: \_\_\_\_\_

The following conditions must be met in order to ensure return of the rental deposit:

*Please check off after completing:*

Item	Before Function	After Function	Comments
Lights & ceiling fans are in working order and turned off at end of event			
Washrooms, clean, tidy, adequate paper and soap supplies			
Cleaning Supplies and MSDS Binder in closet			
Fridge working and clean – leftover food removed			
Floors swept, mopped			
Walls clean, no tape, sticky tack etc.			
Garbage cans and extra bags available			
Tables & chairs in good order, clean and properly put away			
Fire Extinguishers in place & instructions are visible			
Windows & blinds are in place and in good working condition			
All windows and doors properly locked			
Garbage & recycling removed, new bag put in containers			
Stove/Oven clean & working			
Kitchen sink free of dirty dishes, surfaces wiped clean			
Small kitchen appliances clean and in working order			

Do not attempt to open office door as burglar alarm is set. There are three exit doors, one front and two rear. Ensure that doors are properly closed and dead bolts on rear doors and the 2 inside doors to the basement are set. If there is any illegal entry to the hall between the time of your function and the next business day, you will be held responsible for any damage to the hall should it be found that a door was not properly locked and there was no forced entry.

If you find that any Co-op equipment is not functioning properly, please advise the office. Should it be determined that these were not functioning properly prior to your event, you will not be held responsible for any damage to the equipment.

It is preferred that the hall key be returned, in person, on the next business day, however, you may also place the key in an envelope and place in the office mail slot drop box located below the air-conditioner to the right of the entrance door.

An inspection of the hall will be made by staff or designated member prior to handing over and returning of the keys. Any problems or concerns should be noted on the pre-event inspection checklist. If the hall is rented for the following day the members can exchange the key between each other and sign off on the inspection sheet.

**PRIOR TO RENTAL**

Hall Checked By: \_\_\_\_\_

Staff       Director       2<sup>nd</sup> Renter

Member Responsible for the Key: \_\_\_\_\_

**AFTER RENTAL**

Hall Checked By: \_\_\_\_\_

Staff       Director       2<sup>nd</sup> Renter

Member Responsible for the Key: \_\_\_\_\_

***FOR OFFICE USE ONLY***

**Reimbursement to Member:**      Yes \_\_\_\_\_      No \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_