

## **La Coopérative d'habitation Beuparlant Inc.**

### **Social Committee Member Of the Community Hall (Vivianne Hardy Hall)**

#### **Procedures**

1. Only members can apply to book the Community Hall. Have the member sign an application (p.2) to use the Community Hall and inform the member that the application will be reviewed before being accepted, only members in good standing (attached document) with the Co-op will be allowed to book the hall.
2. Once the application and the proof of valid insurance have been reviewed and accepted, give the member a copy of the policy regarding the use of the Community Hall. (p.3 & p.4) Offer to go over the document with the member.
3. Once the member has read the policy regarding the use of the Community Hall (p.3 & p.4) and has accepted the conditions mentioned, collect the \$200.00 damage deposit cheque dated for the day of the event and bring the money/cheque to the office and advise the member that a receipt will issued.
4. Record all bookings on the calendar outside the Community Hall.
5. The hall and all other related areas (washrooms and kitchen etc.) shall be inspected by you and the said member renting the hall at the time of handing the keys over. A checklist form shall be explained and filled out by you and signed by both you and the member booking the hall. (p.5 & p.6)
6. The day after the event, inspect the hall and all other related areas used (washrooms and kitchen etc.) with the member present. (p.6) Agree to give the deposit cheque back to the member as soon as possible (depending if staff is in the office that day) only if the hall and the related areas are back in the condition agreed upon at the time of signing the agreement.
7. You will have to bring the signed agreement with the checklist filled out to the office, at which point a decision will be made regarding the damage deposit cheque depending on whether or not the hall and related areas are acceptable according to the signed agreement.
8. Advise the member that in the event that any cleaning or repairs have to be done, the amount will be deducted from the agreed damage deposit cheque of \$200, in the unfortunate event that those repairs cost more than the agreed damage deposit cheque of \$200, the member will receive a detailed invoice by the office and will have to pay the difference.
9. Before reviewing the final agreement (p.7) with the member, check with staff to get the rating for the next possible booking from the same member. Make sure that the dates are filled, please, fill in the dates as the project is ongoing. All signed forms pertaining to the said booking of the hall shall be brought to the office.
10. Bring all written complaints if any to the office.

POLICY ADOPTED BY THE BOARD OF DIRECTORS ON \_\_\_\_\_

**La Coopérative d'habitation Beuparlant Inc.**

**Application for the use of the Community Hall (Viviane Hardy Hall)**

\_\_\_\_\_  
Print (The « Member »)

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date and Time of Event:

\_\_\_\_\_  
Purpose of the Event:

\_\_\_\_\_  
Number of guests expected at the event:

\_\_\_\_\_  
Are the doors requested to be locked before the event:

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

**If the application for the use of the Community Hall is accepted, I agree to read the Policy Regarding The Use Of The Community Hall and to follow the rules therein.**

**I also agree to give the Social Committee Member in charge a \$200.00 damage deposit cheque dated for the day of the event.**

\_\_\_\_\_  
Signature of the applicant (member)

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Approved:

\_\_\_\_\_  
Denied:

\_\_\_\_\_  
Date

POLICY ADOPTED BY THE BOARD OF DIRECTORS ON \_\_\_\_\_

## La Coopérative d'habitation Beuparlant Inc.

### Policy Regarding The Use Of the Community Hall (Vivianne Hardy Hall)

The Community Hall is for the benefit and enjoyment of all members of the co-operative. Use of the hall shall not interfere with the rights of other co-op members to quiet enjoyment of their homes.

The following are guidelines concerning the use of this room.

#### 1. The Community Hall

##### .01 Primary Use:

The Community Hall was set up primarily as a meeting room for large assemblies and as an activity room. The hall is available to members at **no charge**.

##### .02 Booking the Hall:

a) The Community Hall may be used for any co-op functions (e.g. meetings, recreation activities, socials), by booking the room in advance with the Social Committee member in charge.

b) The Community Hall may be booked by an individual member for a private function, meeting, recreation or social activity by application to the Social Committee member in charge (The name of the member in charge will be posted by the office) and approval.

#### 2. Qualifications to apply

Only members can book the Hall, the member applying for the use of the Community Hall must be in good standings with the Co-op to be allowed to book the hall; the member will also provide a proof of valid insurance, also the member must not have had any complaints from previous use of the hall.

#### 3. Damage Deposit

In the case of a booking by a Co-op member for a private function or by a Co-op member for a non-profit organization, a damage deposit of \$200.00 must be left with the Social Committee member in charge prior to the event and an agreement shall be signed between the Co-op and the member. A checklist will be filled to determine the condition in which the Hall is taken. The damage deposit will be returned to the member once an inspection shows that the hall and the related areas were returned in the same condition that was agreed upon the signing of the agreement. The deposit will be brought to the office and kept by the Co-op for any cleaning or repairs to the hall or other related areas caused by the member. Any damage beyond the \$200.00 will be charged to the member by the Co-op.

#### 4. Cleanliness

The member booking the Community Hall will also be responsible for the removing of garbage, and cleaning the adjacent washrooms, kitchen area, stove and fridge (if used) and returning the floors to the level of cleanliness agreed upon. Food must not be left in any of the kitchen areas.

#### 5. Hall Bookings

Subject to the above provisions, the Community Hall will be booked on a first come, first served basis. A calendar will be kept outside the Community Hall which will indicate the reservations of the hall.

#### 6. Locking the Community Hall

On the day of the booking, the Community Hall may be locked, depending on its use and choice by the Social Committee member in charge. If the Community Hall is booked until end of day, it will be locked after its use by the member booking the Hall.

#### 7. Keys

The keys to the hall, washrooms and kitchen will be available to the member booking the hall the morning of the day of booking anytime after 9:00 a.m. unless otherwise agreed upon during the signing of the agreement between the Co-op and the member but not before 6 p.m. the evening before the event. Those same keys shall be returned the next morning following the event.

#### 8. The Community Hall: buzzer is # 609.

9. No smoking is allowed in the hall, advise your guests to use the side door to go outside and smoke and to, please, use the ashtray by the entrance door to the left.

10. Parking for your guests is restricted to the VISITORS parking only or on the street; otherwise they may be blocked or towed away. Parking in the front of the building in the "Fire No Parking Zone" is not permitted at any time.

11. The member booking the Community Hall is fully responsible for his/her guests.

12. Remember that you are ONLY booking the hall and the 2 washrooms beside the hall, nothing else which means that there shall not be any running or loitering outside the hall, please, respect the other members by advising your guests.

#### 13. Appeal process if denied

If the member is denied the Community Hall booking approval, the member can appeal the decision to the Board of Directors in writing within 2 days from denial date.

POLICY ADOPTED BY THE BOARD OF DIRECTORS ON \_\_\_\_\_

## La Coopérative d'habitation Beauparlant Inc.

### Agreement About The Use Of The Community Hall (Vivianne Hardy Hall)

BETWEEN: LA COOPÉRATIVE D'HABITATION BEAUPARLANT INC.  
(The « Co-op »)

AND :

Print (The « Member »)

UNIT #

Phone #

Date and Time of Event:

Purpose of the Event:

The Member has read the "Policy Regarding the Use of the Community Hall and agrees to abide by this policy.	
The Member has provided the proof of valid insurance.	
The Member agrees to be present during the entire event described above.	
The Member accepts the <b>responsibility of the action of all his/her guests.</b> (Kids not allowed to play in hallways, elevators and to disturb the residing members)	
The Members agrees to inform all his/her guests to use the <b>VISITORS</b> parking only, once filled, guests will park their vehicles on the street.	
*The Member requests that the Community Hall be locked during the day.	
* (Special request only under certain circumstances to be determined by Social Committee Member in charge)	Accepted
	Denied
	Not Requested

Comments:

	Before	After	Comments
Floor (Hall)			
Shuffle Board			
Chairs			
Tables			
Whiteboard & dart board			
Blinds			
Walls			
Floor (Kitchen)			
Stove, Microwave			
Fridge			
Counter & Sink			
Patio & swings			
Washrooms (2)			
TV Cabinet			
Ceiling			
Garbage			

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Member

\_\_\_\_\_

Unit #

If repairs need to be made to bring the Community Hall back to the condition it was at the time of getting the keys, I understand that the Cooperative Beuparlant Inc. will use the damage deposit cheque to pay for these repairs, and if the \$200 does not cover the cost, I understand that La Cooperative d'habitation Beuparlant Inc. will be sending me the bill for the amount not covered by the \$200 damage deposit cheque.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Member

\_\_\_\_\_

Unit #

POLICY ADOPTED BY THE BOARD OF DIRECTORS ON \_\_\_\_\_

# La Coopérative d'habitation Beuparlant Inc.

## Final Agreement

Please, verify that the information below is correct.

Member's Name (Print): \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

DESCRIPTION	DATES
Application received:	
Proof of valid insurance:	
Application accepted:	
Member received the Policy about the use of the hall:	
\$200 Damage Deposit cheque received:	
Reservation entered on the calendar by the Community Hall:	
Inspection before the event and keys to the member: Member signed the Agreement to book the hall:	
Inspection after the event and the return of keys:	
Damage Deposit cheque returned (or any amount left):	
Office revised and rated for future booking of the hall:	

Member's Signature	Date	Unit #
Social Committee member in charge	Date	

POLICY ADOPTED BY THE BOARD OF DIRECTORS ON \_\_\_\_\_

## **La Coopérative d'habitation Beauparlant Inc.**

### **Members in Good Standings**

#### **A member is in good standing if :**

- . Has not been given an eviction notice.
- . Does not owe arrears or other money.
- . Has paid the rent on time for the last twelve months.
- . Has no history of disturbing neighbours or harassing staff.
- . Has abided by the Co-op By-Laws for the last twelve months.