

USE OF THE CO-OP CENTRE POLICY

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, A POLICY REGARDING THE USE OF THE CO-OP CENTRE WAS ADOPTED BY THE BOARD OF DIRECTORS OF FORESTWOOD CO-OPERATIVE HOMES INC.

Date adopted by the Board of Directors: March 14th, 1991

Date amended by the Board of Directors: March 26th, 1998

Date confirmed by the Members: _____

1. PREAMBLE

The Co-op Centre (meeting space) is intended first and foremost for those activities which serve all of the members of the Co-op, and this intent is reflected in the priorities for its use.

2. PRIORITIES FOR USE:

The following activities are listed in descending order of priority:

- A. Meetings of the Board of Directors to conduct the Co-op's business and operation.
- B. Meetings of the General Members to carry out the Co-op's business and operation.
- C. Activities and celebrations of the General Members.
- D. Regular meetings of Co-op committees.
- E. Special activities and functions of Co-op committees.
- F. Informal gatherings of members which are not exclusive.
 - i. Adults
 - ii. Children with adequate adult supervision
- G. Individual members' private functions.
- H. Activities of other co-operatives or organizations with objectives similar to those of Forestwood Co-op.

3. TERMS AND CONDITIONS OF USE

- A. The member(s) signing the release, waiver, and indemnification agreement and the use agreement must be in attendance at all times
- B. The centre is not to be rented to private persons outside of Co-op members and tenants; however, at the discretion of the Board of Directors, may be rented to members of other co-ops.
- C. Scheduling of use will make through the General Manager or assigned office staff. The Board reserves the right to refuse any request for use of the premises which is considered to be inappropriate.

- D. All individuals and groups participating in activities in above do so on the understanding that the Co-op's property and environment are to be treated with respect at all times. It follows that users must be considerate of the comfort and convenience of residents of the buildings.
- E. Groups and individuals will be required to pay a \$80.00 rental fee, pay a \$100 deposit and sign a Co-Op Centre Rental Agreement and schedules. The deposit will be refunded only if the premises are left in the same condition of cleanliness and good repair in which they were found.

If room will be left in an unacceptable condition – full \$100.00 deposit cheque will be cashed by Forestwood Co-operative. If the person renting a room makes a stop payment for deposit cheque, or cheque will returned as NSF - charge of \$125.00 (One hundred deposit, plus 25.00 charge) will be applied to member's account. Cheque must be replaced with Money Order or Debit card payment only within 48 hours. In the case of stop payment or NSF cheque - that person won't be allowed to rent a room again.
- F. All groups and individuals using the Co-op Centre are responsible for their guests and their actions.
- G. Visitors should be advised of the locations of Visitors' Parking and the Co-op's Parking Policy. Guests should be also advised of other applicable policies and by-laws. Map of visitor parking is attached on the back of this policy.
- H. Keys to Community Centre must be picked up from the office 1-2 days prior to room rental date. Key(s) must be returned to the office the next working date. If key to Community Centre is lost and not returned to the office, a person renting the room will be charged minimum of \$200.00. \$100.00 Deposit will apply.

4. RULES OF CONDUCT

- A. Windows and doors to the centre will remain closed.
- B. No music may be played after 11:00 pm. The facilities must be vacated by 2am.
- C. The maximum number of people in attendance will be in keeping with the Building code:
 - Space with non-fixed seats (moveable)..... 102 people
 - Space with non-fixed seats and tables (moveable)..... 81 people
 - Standing space..... 191 people
 - Dining, alcoholic beverage and cafeteria space 127 people
- D. Guests are restricted to the room being rented which includes the washroom facilities.
- E. No one shall congregate outside the entrances or exits of the building.

- F. Members must ensure that the co-op's parking policy is not violated. Cars parked illegally will be ticketed and/or towed.

4. VIOLATION OF THE POLICY

- A. If the user fails to abide by the by-laws, policies, and agreements, including the Parking Policy, Grievance Policy, etc:
- (i) The Board of Directors may invite the responsible member/tenant to appear before them at a Board Meeting to explain why their rental privileges should not be revoked.
 - (ii) Designated representatives of the Board, at their sole discretion, in the event that they believe that there has been any breach of the conditions, including but not limited to injury, damage, or unruly behaviour occurring in the or around the Co-op Centre arising out of the use contemplated herein have the authority to terminate the Use Agreement without further notice to the User.
 - (iii) All infringements will be dealt with by the Board.

**FORESTWOOD CO-OPERATIVE HOMES INC.
RENTAL AGREEMENT FOR
LARGE MEETING ROOM**

NAME		RENTAL DATE	
BLD/UNIT		RENTAL TIME	
HOME TEL		OCCASION	

I understand that:

- I am responsible for any damage or inappropriate behaviour of my guest(s), family member(s), and /or myself. Any damage costs above \$100.00 will be billed to me.
- I must not disturb the residents by playing loud music or shouting & that I must stop the music by 11:00 p.m on Mondays through Sundays as per City of Mississauga By-law 785-80 and 360-79 or succeeding municipal by-laws
- I must complete the removal of my personal belongings and the cleaning of the large room, kitchen (including fridge & stove where applicable), the entry ways, and bathroom(s). Cleanup of the facilities must commence by 11:00 p.m. and finish by midnight.
- If I do not completely clean the community centre, its hallway and the washroom the deposit will not be refunded.
- I must NOT tape or mount anything onto the walls, book cases, *ceiling*, etc.
- That Room Rental means the party stays in the Community Center – outdoor partying is prohibited
- Key must be picked up 1-2 days prior to room rental date and returned the next working day.

Agreed to on this ___ day of _____, 201___ Signed: _____

PAYMENT DETAILS
(for office use)

ITEM	PRICE	AMOUNT RECEIVED
One day Room Rental	\$ 80.00	
Deposit	\$ 100.00	

- Deposit returned
 Deposit NOT returned - REASON: _____

Manager's Signature: _____