

OLD GRACE HOUSING CO-OPERATIVE

COMMON ROOM BOOKING POLICY

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1. BACKGROUND AND PURPOSE

- a. The common areas of the co-op building at 200 Arlington Street provide shared space for residents to socialize informally, enjoy a variety of leisure-time activities, participate in organized social events, and attend meetings.
- b. The ground floor Common Room is available for all co-op residents to use freely, whenever it is not booked or occupied by others.
- c. If the event will be attended by fewer than 12 people, and does not require access to the kitchen, members should consider booking the ground floor Meeting Room or second floor Library instead of the Common Room.
- d. This policy provides guidelines for members wishing to book the Common Room for an event. An "event" means use of the area for up to 5 hours, including room setup and cleanup.
- e. Common Room bookings are made with the understanding that the co-op member will act as the event host. The host is responsible for supervising the set-up, use and clean-up of the room and must be in attendance throughout the event.
- f. There is an operational cost for using the Common Room which all co-op members share (heating/cooling, paper supplies, cleaning services, wear and tear on furniture and appliances).; these costs are greater when the room is used for events than when it is not.
- g. Common Room bookings will be posted on the *OGHC Event Calendar*. This can be viewed on the Members Only section of the co-op website at any time.

2. CATEGORIES OF EVENTS

A. Co-op meetings and co-op sponsored events – no charge

These events are primarily or exclusively for co-op residents and include:

- Co-op business events such as annual general meetings, general membership meetings, large committee and work group meetings, education sessions and presentations.
- Co-op social events such as coffee mornings, pot luck meals, and seasonal celebrations (Mardi Gras, New Year's Eve). Also included are events such as concerts or performances to which all residents are invited, without charge.
- Classes taught by co-op members or non-member volunteers, which all residents may attend without charge, other than the cost of any supplies required (Tai Chi, flower arranging, cooking etc.).

B. Members' private events – reduced rate

These are events such as birthday parties, anniversary parties, baby showers and other celebrations attended by the member's family and friends. The member booking the room controls the invitation list.

C. Meetings of non-profit community organizations – non-profit rate

- a. These are events such as workshops, meetings or celebrations arranged by non-profit community groups. The booking must be made by a co-op member who agrees to be present throughout the event and act as host.
- b. The organization's purpose must be compatible with the vision and mission of Old Grace Housing Co-operative. The co-op reserves the right to refuse a booking.
- c. The sponsored organization controls the invitations. Co-op residents may be invited but are not the primary or only participants.
- d. Requests for recurrent bookings (weekly, monthly) by community groups must be approved by the board of directors.

D. Member-sponsored ticketed events – non-profit rate

- a. These are events such as performances by musicians, singers or actors that are arranged by one or more co-op members. These members control the invitation list. In order to pay the performer's fee, everyone attending the event (whether a co-op member or not) is expected to purchase a ticket.
- b. This category includes events such workshops or classes given by a paid instructor. Co-op members who attend are expected to pay the room rental fee as well as the instructor's fee.

3. ROOM BOOKING

- a. Common Room reservations can only be made by co-op members. Reservations should be made using the co-op's online room booking system which is accessible from the Members Only section of the co-op's website. Common Room bookings are made on a first come/first served basis.
- b. The total time booked should allow for room set-up and clean-up. When large numbers of participants are expected, the hosting member should allow at least 1-hour to rearrange the Common Room furniture, move additional tables and/or chairs from the basement storage room, and set out any refreshments. At the end of the event, a similar amount of time will be needed to restore the Common Room to its previous condition.

- c. The Common Room is adjacent to members' suites. Events are expected to finish by 10:00 pm on weekdays, 11:00 pm on weekends unless an extension is requested at the time of booking and arrangements made to reduce noise after hours.

4. PAYMENT PROCEDURES

- a. For administrative convenience, charges are levied per 5-hour booking period (morning, afternoon, evening), regardless of the specific hours the Common Room is used. A member will not be charged double if an event overlaps two booking periods, as long as the total time is less than 5 hours.
- b. Rental rates vary, according to the type of group using the space. The Common Room rental fee for a booking made on behalf of a non-profit community organization will normally be double the fee charged for a member's private event. If the co-op accepts a booking from a for-profit group, the fee will be double that charged for a non-profit group.
- c. Payment for Common Room bookings is handled by the co-op's property manager. In order to avoid refunds for cancelled events, payment will only be charged to the member's account after the event has taken place. Members will be billed at the end of the month and are expected to pay within 30 days of being billed, preferably through their MyBrydges account.
- d. If payment is being made by an external group, the property manager will provide an invoice. Payment should be made directly to the property manager's office.
- e. Common Room rental fees will be set annually by the Finance Committee as part of the co-op's operating budget. Any surplus generated will be treated as general revenue and used for the benefit of all co-op residents.

5. BOOKING AUDIOVISUAL EQUIPMENT

- a. The ceiling mounted data projector installed in the Common Room and the microphone/speaker set are expensive, delicate pieces of equipment. The co-op needs a means to pay for the maintenance, repair and eventual replacement of this equipment.
- b. These systems are only available for booked events because co-op volunteers are willing to set up the equipment and train users. Volunteers do this on the understanding that their contribution brings some additional revenue to the co-op.
- c. For all bookings for which a room charge is payable, an additional charge will be levied for use of the data projector (with or without the sound system). A lesser charge will be levied for use of the sound system alone.
- d. Charges for booking the audiovisual equipment will be reviewed annually, in conjunction with Common Room rental fees.

6. OCCUPANCY POLICIES

- a. When using the Common Room, members and their guests must abide by all relevant fire regulations, liquor laws and City of Winnipeg noise bylaws. No illegal substances may be consumed on co-op property.
- b. Members hosting events must ensure that their guests adhere to the co-op's occupancy policies, which prohibit the smoking and vaping of tobacco, marijuana or other substances anywhere on co-op property – this includes the courtyard, walkways and parking areas. The Common Room is a scent-free zone.

- c. Alcohol may be served at events hosted by a co-op member, without applying for a Social Occasion Permit.
- d. Pets are not allowed in any indoor or outdoor common area, except for registered service dogs.
- e. Guests are expected to stay in the Common Room and adjacent courtyard, except when accessing the lobby or the visitor washrooms. The hosting member will be held responsible if co-op property is lost, stolen or damaged as the result of a booked event.
- f. As host, the member must ensure that the front entry to the co-op is monitored when guests are arriving. After an evening event, the hosting member must personally check that all exit doors from the Common Room are secure, and the front entry doors are closed.
- g. The day following a member's private event in the Common Room, co-op volunteers acting as *Post-event Checkers* will make sure that the room has been restored to its previous condition and is ready for the next user.
- h. The co-op can remove a member's Common Room booking privileges if private use of the room results in valid complaints from other co-op residents, or from the co-op's immediate neighbours in the community.