OLD GRACE HOUSING CO-OPERATIVE

COMMON ROOM BOOKING POLICY

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 adult co-op residents to use freely, whenever it is not booked or occupied by others.
c. This policy provides guidelines for members wishing to book the Common Room for an event.

2. DEFINITION

As used here, an 'event' means a gathering that will make use of a room for up to 5 hours, including set-up and clean-up.

3. CATEGORIES OF EVENTS

A. Co-op meetings and co-op sponsored events

These events are for co-op residents and include:

a. Co-op business events such as annual general meetings, general membership meetings, large committee and work group meetings, education sessions and presentations.
b. Co-op social events such as coffee mornings, pot luck meals, and seasonal celebrations (Mardi Gras, New Year's Eve), and free concerts.
c. Classes which all residents may attend without charge, other than the cost of any supplies required (Tai Chi, flower arranging, cooking etc.).
d. The co-op will not charge the organizers of these events for the use of the room, the projector, or the speaker system.

B. Members' private events

a. 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.
b. The co-op will charge the organizers of these events a set rate for the use of the room, and additional fees for the use of the projector and or the speaker system.

C. Meetings of non-profit organizations

a. These are events such as workshops, meetings or celebrations arranged by non-profit groups. The booking must be made by a co-op member who will also attend the event and assume responsibility for the operation of the event.
b. 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 non-profit groups must be approved by the board of directors.

e. The co-op will set a non-profit rate for the use of this room and additional fees for the use of the projector and or the speaker system.
f. The co-op board can negotiate volume discounts for recurrent bookings.

D. Member-sponsored ticketed events

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 as workshops or classes given by a paid instructor.
c. The co-op will charge the organizers of these events a set rate for the use of the room, and additional fees for the use of the projector and or the speaker system.

E. Meetings of for-profit organizations

a. These are events such as workshops, meetings or celebrations arranged by for-profit groups. The booking must be made by a co-op member who will also attend the event and assume responsibility for the operation of the event.
b. 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 for-profit groups must be approved by the board of directors.
e. The co-op will set a for-profit rate for the use of this room and additional fees for the use of the projector and or the speaker system.
f. The co-op board can negotiate volume discounts for recurrent bookings.

4. BOOKING THE ROOM

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.
b. Common Room bookings are made on a first come / first served basis but some dates / times may be reserved on a recurring basis for co-op group use (Coffee Time, Tai Chi, and so on). New Year's Eve is always reserved for co-op celebrations.
c. 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.
d. 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.
e. 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.

5. SECURITY AND RESPONSIBILITIES

a. Common Room bookings are made with the understanding that the co-op member will be in attendance throughout the event and is responsible for the operation of the event, including supervision of room set-up, use and clean-up.
b. 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.
c. 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.

6. RELEVANT CO-OP POLICY AND PROVINCIAL AND MUNICIPAL LAW

a. When using the Common Room, members and their guests must abide by all relevant fire regulations, liquor laws and the 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 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. 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.
d. Alcohol may be served at events hosted by a co-op member, without applying for a Social Occasion Permit.
e. Pets are not allowed in any indoor or outdoor common area, except for service dogs.

7. CHARGES

a. The board of directors will set rates for each booking category and for the use of the projector and the sound system.
b. The rate will be for a 5-hour period. Events that extend from 5 to 10 hours will be billed at twice the 5-hour rate.

8. PAYMENT

a. In order to avoid refunds for cancelled events, payment will only be charged to the member's account after the event has taken place.
b. The Treasurer will instruct the property manager to arrange payment after the event takes place. Normal practice would be to withdraw the amount from the member's account.
c. The representative for an outside organization must make arrangements for payment with the Treasurer in advance. If no arrangement is made, the fee will be withdrawn from the host member's account.