

MHCH 'Communitas' Community Room Policy

- Use of the Community Room is subject to the Cooperative's values, goals and policies and inappropriate requests may be declined.
- Fees for power or water intensive activities may be individually assessed.

Members in Good Standing:

Donation Fee:

- General not for profit use including light kitchen use*: No charge (possible cleaning deposit required)
- For profit use including light kitchen use*: \$25/day + \$100.00 damage/cleaning deposit
- Kitchen use**: \$10.00/day
- Overnight use: With Community Room Coordinator or Board Approval only

Members are welcome to book the Community Room for personal use; i.e. parties; events, classes etc... When booking the room for groups and activities (non-profit) they're involved with members are encouraged to collect from the participants, a small donation to help with utility & maintenance costs. When booking the room for, for profit activities they're involved with members **must** pay before the activity the outlined donation fee to help with utility & maintenance costs, along with submitting proper paperwork. A member can only book the Community Room if the member will be present and participating in the activity for which the room is being booked.

Any third-party person, groups, or non-member must book with the Community Room Coordinator if the member will not be participating in the activity.

Booking:

- First come, first serve.
- Members wishing to book the Community Room should ensure they have signed up for a member account on the website (www.mountainhavencoop.com).
- Once you have an account and are signed in you can book the room online at: <http://www.mountainhavencoop.com/calendar>
- If board approval is required (ex. for profit, overnight) use email: mountainhavencoop@gmail.com to submit a request. Please give 30 days for requests that require board approval.
- Residents of Building G must be taken into consideration and when appropriate, consulted.

Conduct:

- Excessive rowdy behavior is not tolerated.
- Children must always be supervised in the Community Room.
- Events are to be contained within the Community Room and patio.
- No loitering in the stairwell.
- Activities on the patio must always be kept reasonably quiet, patio not to be used between 10pm and 8am.
- Members shall be responsible for the conduct of their guests and the activities of any users of the Community Room shall be managed to minimize the impact on other members.
- Users of the Community Room must always be considerate of the residents of Building G.
- Residents' private patios and balconies must be respected.
- Fire safety laws must be observed
- ALCOHOLIC beverages may not be served in the Community Room to anyone under eighteen (18) years of age.
- If liquor is to be sold at a function the member will provide MHCH with a copy of the Private (resale) license 48 hours prior to the event.
- If ALCOHOL is being served the member will provide MHCH evidence of liability insurance coverage.

Care of Property:

- The Community Room is to be left as clean as or cleaner than how it was found.

- Decorations – Blue painters tape for delicate surfaces may be used on walls; no tacks, please.
- Please empty all garbage bins, sweep & mop floors, clean bathroom, clean kitchen if used.
- Dishes, toys, furniture, etc.... must be properly put away.
- Do not put grease, food, sauce etc.... down the drains. Please dispose of properly in the garbage.
- Do not put anything down the drains/toilet that you shouldn't.
- Any damage to or problems with the building, equipment or furniture must be reported immediately.
- Members are responsible for repairing damage caused by themselves or their guests.
- Deposit will be refunded upon satisfactory inspection by the Community Room or Social Committee Rep. at the end of any for profit event, within 7 days of the end of the event or inspection. If the space is left and not cleaned properly, cleaning cost will be assessed and deducted from damage/cleaning deposit.
- Deposit will be refunded upon satisfactory inspection by the Community
- Failure to comply with this policy may result in the Member's Community Room privileges being suspended.

Non-Member Rentals:

- Subject to the Cooperative's insurance policy.
- Agreement and waiver to be signed, and a copy of Community Room Policies below will be provided.

Donation Fee:

- General use including light kitchen use*: \$25/hour.
- Kitchen use**: \$20.00 flat rate
- Damage/Cleaning deposit: \$125.00
- Renters living at MHCH Non-profit use only: \$25/day, \$10.00 kitchen use**, \$100 damage/cleaning deposit.

Booking:

- First come, first serve.
- Individuals/Groups wishing to book the Community Room should contact the designated Social Committee member and email: mountainhavencoop@gmail.com
- Residents of Building G must be taken into consideration and when appropriate, consulted.
- Board approval is required please use email: mountainhavencoop@gmail.com to submit a request. Please give 30 days for board approval.

Conduct:

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- Events are to be contained within the Community Room and patio.
- No loitering in the stairwell.
- Activities on the patio must always be kept reasonably quiet, the patio is not to be used between 10pm and 8am.
- Users of the Community Room must always be considerate of the residents of Building G.
- Residents' private patios and balconies must be respected.
- Fire safety laws must be observed
- ALCOHOLIC beverages may not be served in the Community Room to anyone under eighteen (18) years of age.
- If liquor is to be sold at a function the member will provide MHCH with a copy of the Private (resale) license 48 hours prior to the event.
- If ALCOHOL is being served the member will provide MHCH evidence of liability insurance coverage.

Care of Property:

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- Decorations – Blue painters tape for delicate surfaces may be used on walls; no tacks, please.

- Please empty all garbage bins, sweep & mop floors, clean bathroom, clean kitchen if used.
- Dishes, toys, furniture, etc.... must be properly put away.
- Do not put grease, food, sauce etc.... down the drains. Please dispose of properly in the garbage.
- Do not put anything down the drains/toilet that you shouldn't.
- Any damage to or problems with the building, equipment or furniture must be reported immediately.
- Damage caused by Non-Members renting the space and their guests will be assessed and the cost deducted from the damage/cleaning deposit. If the space is left and not cleaned properly, cleaning cost will be assessed and deducted from damage/cleaning deposit.
- Deposit will be refunded upon satisfactory inspection by the Community Room or Social Committee Rep. at the end of the event, within 7 days of the end of the event or inspection.

NOTE: GST will be added to all charges.

Bin will be provided for refundable beverage containers. Please rinse them.
Please dispose of recyclables appropriately.

Definitions:

***Light kitchen use:**

- Water
- Temporary storage of food in fridge
- Coffee pot and kettle
- Light use of microwave
- Washing up one sink's worth of dishes

**** Kitchen use:**

- Full use of the kitchen; all the above plus:
- Oven/stove
- Dishwasher

Mountain Haven Cooperative Homes Ltd.
“Communitas” Community Room
Rental Agreement

Please fill out this form completely and return to Mountain Haven Cooperative Homes Ltd. (MHCH) at least one week in advance of your rental date. Early reservations are recommended.

Organization _____

Contact person _____

Contact phone _____ Email _____

Date(s) you want to use the room _____

Start time _____ End time _____ (Please include your set-up and clean-up time.)

Briefly describe nature of your meeting(s) or event: _____

Number of persons expected to attend _____ (____ is the maximum)

Will you be charging an admission fee for attendance? yes/no _____

If so, \$ amount _____

Contact person for registration _____ phone _____

Thank you for your responsible use of this community resource. MHCH and any Board member reserve the right to ask any user to leave if they are in violation of the conditions and responsibilities outlined in this policy, or if the user’s activities pose a threat to the safety of other MHCH members/residents or are in violation of the law.

By signing this agreement, I agree to hold MHCH Co-op harmless from any liability for damage, loss or destruction of property or injuries to any persons. Any claims for such loss, damage, or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the MHCH “Communitas” Community Room or its contents during use or as a result of such use, and will bear the full cost of repair, including replacement, if necessary.

By signing this agreement, I agree to accept responsibility for having all necessary insurance in place for the type of event/class/function I am hosting in the “Communitas” Community Room, and that I am responsible for ensuring attendees sign waivers etc. if necessary.

I agree to the conditions outlined in the Mountain Haven Cooperative Homes Ltd. “Communitas” Community Room Rental Policy and Application/Agreement.

Signature _____ Date _____

Fee(s) Paid

**Mountain Haven Cooperative Homes Ltd.
 "Communitas" Community Room
 Inspection Report**

Renting Member/Non-member _____

Date of Function: _____ Date and Time of Inspection: _____

Inspected By _____ and _____

AREA	GOOD	FAIR	POOR
FLOORS			
KITCHEN			
APPLIANCES			
GARBAGE			
REMOVED			
FURNITURE			
WASHROOM			

COMMENTS: _____

Signature: _____

Signature: _____