

Common Room Policy

Purpose of the policy:

To provide members with rules and guidelines for use of the common room.

Policy

1. Priority use of the Common room shall be for Co-op meetings, i.e. regularly scheduled Board, Committee and/or Group meetings.
2. The common room may be booked for co-op social functions. The common room may also be booked for private functions such as family parties, or general parties. The common room cannot be used for business purposes, except for sales parties such as Amway, Tupperware, etc..
3. Members wishing to reserve the Common Room for private use must contact the member in charge of common room bookings, who will advise of availability. Members cannot book the common room more than one date at a time, and bookings cannot be made more than one month in advance.

*A member may contact, 48 hrs in advance of the date they want, the member in charge of booking to enquire if the room is available (if they've already used the room that month). If the room is available they may have it.

*If a member wishes to book the room more than one month in advance, for special occasions only, they must apply in writing to the Board.
4. The Board of Directors reserves the option to oversee all common room bookings, and has final approval of use of the common room.
5. The member of Arboretum Housing Co-op who has booked the common room must be present at all times during functions in the common room.
6. In consideration of the close proximity of neighbouring units, in order to contain the noise within the building, doors and windows must be closed by 11:00 PM during all functions, with all persons attending remaining indoors after 11:00 PM (ie not on the deck or outside the building). The building must be fully vacated by 1:00 AM following the function.
7. **NO SMOKING** is permitted anywhere in the common room building, as per City of Surrey bylaw #12993, which states "No person shall smoke in any common public area."

(‘common public area’ means an area in a building or multiple unit dwelling generally available for common use by the occupants, including, but not limited to hallways, foyers, stairways, elevators, escalators, laundry rooms, washrooms and amenity areas.)

8. The Co-op member who reserves the Common Room is responsible for invited guests, for any damages incurred, and for clean up after the event, (by noon of the following day, unless special arrangements have been made.) When contacted, the member in charge of booking the Common Room (or board member) will confirm that clean-up has been done and that there is no damage. If proper clean up has not been completed, the member may lose the right to use the common room again.
9. The Board of Directors will appoint a new member each year to maintain the Common Room Bookings and will ensure that all members get equal opportunity to use the common room on weekends and holidays.

Policy approved by general meeting: