

# Mondragon Co-operative Homes Inc.

## **Policy No. 2**

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### **Co-op Centre Use**

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Passed by the Board of  
Directors:

Confirmed by the  
members:  
**March 29, 1989**

## POLICY NUMBER TWO

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### CO-OPERATIVE CENTRE USE POLICY

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ON A MOTION DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED, THE FOLLOWING AMENDMENTS TO THE "POLICY FOR USE OF THE CO-OPERATIVE CENTRE" **WERE ADOPTED BY THE MEMBERS OF MONDRAGON CO-OPERATIVE HOMES INC. AT A MEETING HELD ON MARCH 29, 1989.**

WHEREAS IT IS THE CONCERN OF THE BY-LAWS AND POLICIES COMMITTEE TO MINIMIZE THE NUMBER OF POLICIES,

AND WHEREAS THE "POLICY FOR USE OF THE CO-OPERATIVE CENTRE" & THE "KEY POLICY" WERE DEALING WITH THE SAME SUBJECT.

THEREFORE BE IT RESOLVED THAT THE TWO POLICIES BE COMBINED UNDER "CO-OPERATIVE CENTRE USE POLICY."

Until, and unless, a committee is established for the purpose, use of the Co-operative Centre by groups will be at the discretion of the Co-ordinator, with the Board of Directors acting as a reference and appeal body. The following priorities for use are stated for the guidance of the Co-ordinator and potential users:

1. **First Priority** - events open to all co-operative members, such as general meetings, socials, etc.
2. **Second Priority** - events sponsored by recognized groups within the Co-operative such as Board meetings, committee meetings, etc.
3. **Third Priority** - events sponsored by a recognised agency addressing the interests of some members of the Co-operative or whose general philosophy and activities are deemed to be of value to the broader community, such as non-profit housing groups, etc.
4. **Fourth Priority** - private parties held by individual members.

THE CENTRE IS NOT TO BE RENTED TO PRIVATE PERSONS OUTSIDE OF CO-OPERATIVE MEMBERS.

Wherever possible committees will set aside dates for possible events in advance. This will allow members to book private use of the centre in advance so as not to conflict with Co-op events.

Those holding events should have consideration for people living near the Centre, especially where noise level is concerned. Any request to “tone down” should be met politely and responded to immediately. If such a request is ignored, the Board of Directors may invite the responsible member to appear before the Board at a meeting to explain why their rental privileges for the Co-op Centre should not be revoked. The Co-op Centre belongs to the Co-op community as a whole, and should, therefore, be respected as an extension of each member’s private home.

## **A. RENTAL**

At least two weeks in advance of the event, two separate payments must be made:

1. **Fifty dollars (\$50.00)** deposit which may be returned only upon receipt of the key and after a satisfactory inspection of all facilities used.
2. **Twenty dollars (\$20.00)** rental fee for the use of the Centre.

As much notice as possible of cancellation should be given in consideration of other members who may wish to make use of the Centre on the same date.

## **B. KEYS**

### ***Complete set of keys***

A complete set of keys will be kept by the Co-ordinator, and by the President of the Co-operative. The President’s keys should be used only in an emergency unless previous arrangements for the use of these keys have been made.

### ***Committees***

The Chairperson of each standing committee will be responsible for any keys required for that committee. The Chairperson of each committee will also sign for the keys that they require for their committee. The Chair will select someone from their committee to be in charge of the keys in the event that they cannot attend a meeting or be available at the time the keys are required. Committees are to notify the office of any change in Chairperson/s.

### ***Members***

Members requiring keys for private functions will sign for and pick up the keys at the end of Co-op Office business hours the day before the keys are required.

### ***Signing Sheet***

All members must sign a sheet stipulating which keys to the Co-op Centre they have received. The signing sheet will include the following information:

*Member's Name, Unit Number, Date Received, Date Returned*

### **C HOURS**

Sunday through Thursday the curfew on all events will be **12 AM**. Friday and Saturday curfew on adult events will be **2 AM**; youth events will be **12 AM**.

### **D GUESTS**

All members using the Co-op Centre are responsible for guests and their actions. Guests of the Co-operative should be advised of the location of Visitor's Parking and the Co-operative Vehicle Control Policy. Guests should also be advised of other Co-op policies and/or guidelines that may affect Co-op property or the personal rights of the Co-op members.

### **E CHILDREN**

Children should be supervised at all times for their own safety (e.g. fireplace, stairs). This is also to prevent minor damage to the building and furnishings.

### **F YOUTH ACTIVITIES**

Curfew for all youth activities in the Co-op Centre from Monday to Sunday will be 12 AM. The number of chaperones required for youth activities should be:

Committee Meetings	1
Functions involving Co-op youths	2
Functions involving youths from outside the Co-op	4

### **G DECORATING**

Caution should be used when decorating close to the fireplace. **Only masking tape may be used for decorating.** Regular tape or thumb tacks are not to be used because their use will result in damage to the walls and ceilings.

### **H ENTERTAINMENT CENTRE**

The equipment in the Co-op entertainment centre (e.g. stereo, television, DVD player) may be operated by responsible individuals.

### **I FIREPLACE RULES**

**NEVER** use the fireplace to burn debris (e.g. paper, garbage, decorations).

CHEMICAL LOGS may be used and only with NON-RESIDUE. Logs MUST be purchased through the Co-op Office.

PLEASE READ THE INSTRUCTIONS BESIDE THE FIREPLACE BEFORE USING.

## **J CLEAN-UP**

For your leisure and visual enjoyment, help to keep your Co-op Centre clean and presentable by returning it to its original state when your function is complete. The Co-op Centre must be cleaned by noon of the day following your function, unless requested to be done earlier by another party. Members must be advised if the space is required earlier than noon.

The following clean-up procedures should be observed:

- replace all furniture in the appropriate room/s
- sweep and wash floors
- be sure coffee makers and the oven are OFF
- remove any excess food you have stored in the refrigerator
- clean any spills in the oven/s
- refill ice trays and replace in freezer

MEMBERS ARE RESPONSIBLE FOR SUPPLYING THEIR OWN PARTY SUPPLIES, GARBAGE BAGS, AND CLEANING SUPPLIES (e.g. soap, cleansers, mops, cloths for wiping, etc.). ALL GARBAGE BAGS MUST BE REMOVED FROM THE CO-OP CENTRE AND TAKEN HOME.

## **K BEFORE LEAVING**

Make sure all fireplace guidelines have been followed, all doors and windows are securely locked, and that all the lights are off.

## **L INSPECTION**

Cleaning staff and one neutral party will inspect the Centre after each function.

**BY-LAW FOUR, SCHEDULE A, APPENDIX H, ARTICLE 2.2**