

COMMUNITY BUILDING

PROCEDURES / ANNOTATIONS

1. All arrangements for the use of the Harris Road Housing Co-Operative Community Building must be made through the Hall Coordinator
2. Contact the Hall Coordinator to request a booking date. Bookings are made on a first come, first serve basis. The Hall Coordinator will send the renter the leasing agreement and rules package
3. Read the rules and sign the leasing agreement. Return the portion of the agreement required, by the date specified, to the Co-op's office along with the appropriate deposit
4. Contact the Hall Coordinator for the hall key. The key will be available 12 hours before the renter's booked date and time, and must be returned to The Hall Coordinator at the end of the renter's booked time (unless other arrangements have been made). There will be an additional fine of \$20 if the key is not returned within 24 hours after the booking
5. The hall is pre-inspected within 24 hours of the renter's booked date and time
6. The hall is then given a final inspection within 24 hours of the end of the booked date
7. The co-ordinator is informed of any damages which may exist. If there are no damages, the Co-op will return the deposit to the renter, usually within three business days
8. If the renter has any questions with regard to damages assessed as the renter's responsibility, address them in writing to the BoD, care of the BoD's secretary, at secretary-HRHC@Outlook.com

POLICIES

9. The hall must be left clean at the end of the function. If the hall is being rented immediately after the renter, the renter must clean the hall by the end of the renter's rental time. If the hall is not being rented after the renter, the renter must clean the hall within 12 hours of the end of the renter's rental time
10. Any noise outside of the community building must be contained by 9:00 pm, and any noise inside of the community building must be contained by 11:00 pm
11. Cleaning:
 - a. Floor must be washed with soap and warm water
 - b. Bathroom must be cleaned, including sink, toilet, and floor
 - c. Appliances must be cleaned, including oven if any spillage occurred
 - d. Sinks, countertops, and tables must be washed
 - e. Chairs must be stacked and left against walls
 - f. All litter, recycling, and garbage must be cleaned up, removed from the hall, and disposed of appropriately
12. All lights and the fan must be turned off
13. All doors and windows must be left locked
14. The heat must be turned off, except during cold weather, where it should be left at 10°C

15. No tape or nails may be used on the walls or floors. Decorations can be attached with masking tape to the windows and by tacks to the ceiling. Tape and tacks must be removed when cleaning
16. Coffee urns are available for use, but members/residents must provide their own coffee and sugar etc.
17. If the hall has not been cleaned, the Co-op will have it cleaned at a cost of \$25.00 per hour to be deducted from the damage deposit
18. If there are damages assessed as the renter's responsibility, these items will be repaired, and the cost deducted from the damage deposit. The balance of the deposit remaining, if any, will be refunded to the renter only when all repairs are completed and invoices are received. If the cost of repairing the damages exceeds the damage deposit, the renter will be informed in writing of the balance due and directed to pay the amount within 7 days. (In the case of a member, if the renter fails to submit payment within the 7 days, the amount will be assessed to the next month's housing charge as arrears)
19. The damage deposit, or balance of the deposit remaining after repairs, will not be refunded until all repairs are completed and invoices are received