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**VILLAGE GREEN CO-OPERATIVE HOMES INC.**  
**Policies, Rules & Guidelines**

**SECTION 6**

**GENERAL POLICIES**

**6.1**

**CO-OP CENTRE PRIVATE USE POLICY**

APPROVED BY: General Members

DATE: April 29, 2009

This policy is based on the premise that although the Village Green Co-op centre is for the use and benefit of all members, there is a need to set out priorities in the use of the centre to avoid conflicts among various groups and/or individual members.

1. Priority for various groups using the centre will be as follows;
  - a. First Priority – events open to all co-operative members, such as; general members' meetings, socials, work nights, etc.
  - b. Second Priority – events open to all co-operative members, such as; board meetings, committee meetings etc.
  - c. Third Priority – events sponsored by a recognized community agency addressing the interests of some members of the co-op or whose general philosophy and activities are deemed to be of value to the broader community such as; Brampton Parks and Recreation drop-ins, non-profit housing groups, etc.
  - d. Fourth Priority – private parties by individual members.
  - e. Fifth Priority – all others with approval.
2. Days will be set aside for possible co-op events. This will allow members to book private use of the centre in advance without conflicting with co-op events. The days set aside will be flexible for the co-op and members' private use.
3. The member booking the centre must pay the \$50.00 deposit at the time the centre is booked. The cheque can be post dated until two weeks prior to use of the centre. The deposit may be returned only upon receipt of the key and a satisfactory inspection of all the facilities, equipment and surrounding grounds.
4. The TV/VCR/DVD can be booked for an additional \$10.00 non-refundable user fee.
5. A deduction shall be made for damage to the facilities, equipment and surrounding grounds, and a cleaning fee will be deducted from the deposit if the facilities, equipment and surrounding grounds have not been properly cleaned.
6. A \$30.00 charge will be made to members for use of the centre.
7. The member booking the centre must give 48 hours cancellation notice to the office prior to the event or lose their user fee of \$30.00.
8. **The member booking the centre is responsible for picking up the key from the office within the week prior to the booked date. Board Members are NOT permitted to use their key should a member forget to obtain theirs.**
9. The pool and area within the pool fencing is strictly off limits to all persons renting and using the centre. If members and/or their guests are noted to be out in the pool area, the deposit will be withheld and use of the centre will be suspended for a period of 1 year.
10. Members booking the centre are responsible for all guests in attendance.

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- 11. Animals are not permitted in the Recreation Centre with the exception of required working animals. I.e; Security dogs, guide dogs
- 12. This agreement will be signed between the member and the co-op observing that the member will be accountable for co-op property and their guests when used for private events.
- 13. Members who book the centre for PRIVATE USE must be present AT ALL TIMES.
- 14. Parking by-laws and Village Green Parking Policy must be observed at all times. If not observed, parking control will be called to ticket violators.
- 15. Drinking alcohol beverages outside the co-op centre is strictly prohibited.
- 16. Those holding events should have consideration for people living near the centre especially where noise is concerned. Any request to “tone down” should be met politely and immediately.
- 17. The co-op centre is to be vacated by guests by 1:00 a.m.
- 18. The members shall be responsible for cleaning the centre thoroughly, including washrooms and any equipment used. Garbage and recyclable items must be removed from the centre to your unit.
- 19. Members who book the centre must do a visual check for damage/mess before and after their booking. If not in acceptable condition before use, contact a member of your Board of Directors posted outside on the centre bulletin board.
- 20. Gas fireplace operates by switch on left hand side when facing it. A dial on the front operates the fan that comes on automatically when fire heats up. Fan can be adjusted to blow a little or a lot. Fan shuts itself off when fire is switched off and unit cools down. There is no reason to touch the fan dial as it is automatic. Fire **MUST BE TURNED OFF** prior to leaving the centre.
- 21. This agreement is accompanied by the attached checklist that must be completed upon arriving for your booking and prior to your locking up to leave. ***Please leave the checklist with the keys in the mailbox upon locking up.***
- 22. All policies and guidelines must be strictly adhered to.
- 23. **A breach of the Co-op Centre for Private Use Policy may result in the loss of all or part of the deposit paid. If damage to the facilities, equipment and surrounding grounds exceeds the deposit paid, the member may be charged actual costs to recover/repair or replace such losses.**

I have read, understand, and agree to abide by the rules as set out above.

Dated\_\_\_\_\_

Members Signature:\_\_\_\_\_

Deposit Paid: DEBIT or CHEQUE

Signature for the Co-operative:\_\_\_\_\_

Unit #\_\_\_\_\_

Usage Date:\_\_\_\_\_

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<b>KITCHEN, BATHROOM &amp; UPSTAIRS</b>	<b>OK WHEN ARRIVED – YES/NO</b>	<b>OK WHEN LEFT – YES/NO</b>	<b>COMMENTS</b>
Lights all working			
Floors clean			
Counters clean			
Tables clean			
Furniture clean			
Appliances clean			
Kitchen sink clean			
Garbage emptied			
Bathroom clean			
Lights off			
Windows locked			
Doors locked			
<b>DOWNSTAIRS</b>	<b>OK WHEN ARRIVED – YES/NO</b>	<b>OK WHEN LEFT – YES/NO</b>	
Lights all working			
Bathroom clean			
Floor clean			
Garbage emptied			
Tables put away			
Chairs put away			
Lights off			
Exit Door locked			
<b>SUPPLIES</b>	<b>OK WHEN ARRIVED – YES/NO</b>	<b>OK WHEN LEFT – YES/NO</b>	<b>COMMENTS</b>
Toilet paper			
Papers towels			
Hand towels			
Garbage bags			
Dust Mop			
Wet Mop			
Bucket			
Vacuum			

The vinyl plank flooring must be cleaned with **vinegar and water only**. Please ensure that the mop is rinsed thoroughly when finished. All garbage and recyclable items must be taken upon finishing use of the centre due to bag limits, odours and no place to store it. If you find a specific problem in the centre that affects proper use of the facility, please contact a member of the Board to also inspect the noted concerns.