

Noons Creek CO-OP Policies	Date Issued	21 February 1990
Common Room	Date Reviewed	21 February 1990
	Policy #	14

Approved at General Meeting Feb 21, 1990

Regularly scheduled Co-op Meetings shall take priority. All other bookings will be based on availability.

Booking

The Co-op member wishing to use the room for a private function shall contact Inventory Control Team from Property Committee.

No private function shall be booked prior to 90 days before the scheduled function.

Responsibility

The Co-op member who books the Common Room shall be in attendance at all times during the function.

The Co-op member who books the common room shall be solely responsible for the behavior of their guests while they are on any part of co-op property and solely responsible for any loss and/or damage that may occur to co-op property by themselves or their guests while they are on any part of Co-op property.

Booking Deposit Fee

At time of booking the co-op member who books the common room for a private function shall submit a cheque in the amount of \$25.00 to the inventory control team. This cheque is to be retained uncashed by the inventory control team. This cheque shall be returned uncashed to member who booked the common room within 48 hours following the function if function takes place on the date originally scheduled or if function is cancelled prior to 7 days before the scheduled function. "

This booking deposit fee is not a damage loss deposit.

Guest Parking

Parking shall be restricted to the VISITOR PARKING AREA directly opposite Common Room.

Area to be used

Use of Common Room shall be confined to and within the UPPER FLOOR ONLY and shall NOT include laundry, office or workshop area.

Consideration

Consideration of other Co-op members must be shown at all times. (i.e. reasonable care must be taken regarding noise levels...the doors and windows shall be kept closed to contain loud music, when applicable....if Smoking has taken place, doors and windows should be kept open to 'air' the room while area is being cleaned.)

Duties

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The Co-op member who booked the Common Room shall be responsible for:

- Ensuring there is no under-age drinking of alcoholic beverages or any use of illegal or restricted substances.
- Ensuring all guests leave by 1:00 AM
- Ensuring all necessary cleaning is done and that the common room is returned to original condition prior to 12:00 noon the following day.

Damage: and or loss

SHOULD any damage and/or loss occur, the Co-op member who booked the Common Room shall make a detailed list describing all damage and/or loss that occurred and submit it IN WRITING PRIOR TO 2:00 PM the day following the function to FUNCTION CO-ORDINATION TEAM from the Property Committee

Payment of loss/damage

The co-op member who booked the common room shall be notified in writing of the total cost of damage and] or loss. (Damage and/or loss and cost of such is to be based on the damage and/or loss noted by function co-ordination team during their inspection following the function.). Function co-ordination team shall notify the co-op member responsible within 7 days following the function, of the total costs. The co-op member who booked the common room shall submit a cheque in the full amount requested to the finance committee within 17 days following the function.

Understanding

The Co-op member who books the Common Room for a private function acknowledges that he/she has read, understands and a agrees to abide by all policies and procedures outlined herein, and understands that failure to abide by these Policies and Procedures may result in member being held in violation of Noon’s Creek Co-op Policies (“conduct detrimental to the Assoc.”)