



# Community Centre Policy



## *For Members*

**Mission:** *To provide an accessible space for a variety of social activities and programs that build community for both Bain residents and the surrounding community.*

**Preamble:** *This Policy contains the rules under which the Community Centre facilities may be used. Residents' Council sets rental fees, deposits, and cleaning fees, and these may be changed from time to time without prior notice. The Community Centre ("the Centre") consists of the main meeting room, the lobby/library, and the kitchen.*

### **1. Usage:**

- a) The main meeting room, the kitchen, and the lobby/library are available for use by Co-op Members for Co-op and private events, as well as for use by non-profit and for-profit activities.
- b) The Community Centre Committee and/or Staff reserve the right to refuse rental of the facilities to any group or individual.
- c) All users must abide by this Policy, and must respect the integrity of the building and its contents.
- d) All users must complete and sign a Booking Form & Letter of Agreement, attached to this Policy as *Appendix A*, when booking their event. The Agreement will specify that they will abide by all of the terms of this Policy.
- e) Co-op Committees and Residents' Council **are** required to complete a booking form prior to their meetings/events, and a fill out a self-inspection form following their meetings/events.
- f) All users must be specific about the nature of their event.
- g) Users must ensure that they and their guests do not interfere with the right of Co-op Members to the quiet enjoyment of their units and the Co-op's common areas.
- h) Parking facilities are not provided for guests. Users of the facilities are responsible for ensuring that their guests do not park in the Northeast lot off Sparkhall Avenue.
- i) Users must respond promptly and politely to any complaints concerning matters related to their event (e.g. noise).

### **2. Reservations:**

- a) All reservations for use of the facilities are made through the Co-op office.
- b) Reservations by Members must normally be booked at least three (3) days in advance of the proposed event.
- c) Reservations by non-Members must normally be booked at least 14 days in advance of the proposed event.
- d) Cancellations by non-Members must be made 10 days in advance of the event. Failure to do so will result in the loss of the Deposit.
- e) Events being held on a regular or repeated basis must be pre-approved by the Community Centre Committee.
- f) Space can be booked up to four (4) months in advance. Requests to book earlier than that must be made through the Community Centre Committee.
- g) Reservations will be on a first-come/first-served basis.
- h) In the case of a booking conflict, the following is the priority for bookings:
  1. Co-op Events
  2. Co-op Member Bookings
  3. Outside Bookings.

Already-booked events will not be bumped to accommodate Co-op events.

- i) Rental fees must be paid in cash (see *Appendix B: Schedule of Fees* for more info).
- j) Members are not permitted to sponsor an event for another party.
- k) An amount will be withheld from the Deposit for any damage to the facilities or equipment.
- l) A cleaning fee will be charged, or money withheld from the Deposit, if the facilities or equipment have not been adequately cleaned.
- m) Costs to the co-op in excess of the Damage Deposit will be charged to the sponsor of the event.

3. **Keys:**

- a) Only the person(s) who sign(s) the Booking Form & Letter of Agreement is/are to be given the keys.
- b) The Office will inform users about receiving keys. After the event, the user will return the key to the Office Mailbox, located in the Laundromat.
- c) **For weekend bookings only:** The Office will co-ordinate the distribution of keys in the following manner: a list, together with the key, is given to the first user, and it is the user's responsibility to pass the key on to the next user on the list. The final user must drop the key into the Office Mailbox, located in the Laundromat.

4. **Hours of Use:**

Monday to Thursday:	9:00 a.m. to 11:00 p.m.
Friday & Saturday:	9:00 a.m. to 12:00 midnight
Sunday:	9:00 a.m. to 6:00 p.m.

Set-up and clean up must be completed within the above specified hours.

**PLEASE do not enter the premises while another activity is in progress in the Centre.**

5. **Fees:**

- a) The Community Centre Committee sets Rental Fees and Deposit amounts, which are then approved by Residents' Council.
- b) The Community Centre Committee, with the approval of Residents' Council, reserves the right to change these fees and deposits without prior notice, but will honour bookings already signed.
- c) The Community Centre and facilities may be used, without charge, for any event organized for ALL Co-op Members, such as meetings and social activities. Events which are targeted for specific groups within the Co-op (such as Child-Parent Drop-In, Seniors' events, etc.) will also not involve a booking fee or deposit.
- d) The Schedule of Rental Fees is attached to this Policy as *Appendix B*.

6. **Self-Inspection:**

- a) All users must complete the Self-Inspection Form provided to them and return it to the Office after their bookings, either in person or through the office mailbox located in the Laundromat. Deposits will not be returned until the Self-Inspection Form is received.
- b) Co-op Committees and Residents' Council are responsible for cleaning the premises after their meetings/events, and complete and return a Self-Inspection Form to the Office.
- c) Should the Office receive a complaint about the cleanliness of the Centre following a user's booking, the user will be contacted by the office, and will incur the cost of all cleaning and/or repairs necessary to return the Centre to its previous condition. The fee for cleaning/repair will be taken from the user's security deposit.

7. **Responsibilities:**

- a) Anyone wishing to reserve the facilities must be 18 years of age or older. People under the age of 18 who wish to use the facilities must have someone 18 years or older supervising the event at all times. The name of that person must be indicated on the Letter of Agreement.
- b) All users must return the Centre to a clean and orderly condition following their event. This includes all tasks outlined in the Self-Inspection Form, a sample of which is attached to this Policy as *Appendix C*.
- c) For any events which involve physical activity (e.g., yoga, aerobics, etc.), and for which the participants pay fees, the user/sponsor of the event must carry their own commercial general liability insurance. The Co-op must be named as an “additional insured”, and a copy of the policy must be provided with the completed Letter of Agreement. The user/sponsor, as well as all participants, must also sign a “waiver” (attached to this Policy as *Appendix D*) releasing the Co-op from liability, and all signed waiver forms must be provided to the Office prior to the event.
- d) All fire and safety regulations must be followed.
- e) Smoking is prohibited everywhere in the Centre.
- f) The use of candles, incense, etc. is prohibited unless the user makes all necessary arrangements to ensure their safe use. Avoid excessive smoke and do not leave candles, incense, etc. unattended at any time.
- g) The sale or consumption of alcohol is permitted only in accordance with the regulations of the LLBO. A copy of the Liquor Licence must be handed in with the completed Letter of Agreement if liquor is going to be sold on the premises.
- h) The sale or consumption of illegal drugs is not permitted and will not be tolerated.
- i) No unauthorized gambling will be permitted on the premises.
- j) No pets are permitted in the Centre, except guide dogs, or during events for which the Pet Committee has obtained permission.
- k) When applicable, winter boots and clothing should be left in the lobby area.
- l) Bicycles, roller blades, and other such equipment is prohibited anywhere inside the premises. Rough activity, such as ball playing, is also prohibited, except in the case of monitored events such as the Child-Parent Drop-In.

8. **Compliance:**

- a) The user acknowledges and agrees that Bain Co-op is not liable or responsible for any personal injuries or loss of property incurred by the user and/or their guests.
- b) The user indemnifies the Co-op for any costs and/or damages of any kind incurred as a result of claims by anyone with respect to the above.
- c) The user acknowledges and agrees to abide by all of the provisions of this Policy, and that failure to do so may result in the denial of any further use of the Centre.

*APPROVED ON BY RESIDENTS' COUNCIL: APRIL 21, 1998.*  
*REVISED BY RESIDENTS' COUNCIL: JULY 18, 2000*  
*REVISED BY RESIDENTS' COUNCIL: MAY 9, 2006*

*REVISED BY RESIDENTS' COUNCIL: APRIL 11, 2000*  
*REVISED BY RESIDENTS' COUNCIL: OCTOBER 4, 2005*

**SIGNED:**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Secretary**

**APPENDIX A**  
**BOOKING FORM & LETTER OF AGREEMENT**  
**COMMUNITY CENTRE RENTAL ● BAIN APARTMENTS CO-OPERATIVE**

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NAME OF USER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PURPOSE OF EVENT (be specific): \_\_\_\_\_

AMOUNT YOU ARE CHARGING FOR THIS EVENT \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

# OF GUESTS: \_\_\_\_\_ ALCOHOL: YES \_\_\_\_\_ NO \_\_\_\_\_  
(If yes, a copy of the License must be attached to this form).

AREAS OF RENTAL:     KITCHEN     MAIN ROOM     LOBBY/LIBRARY     AUDIO EQUIPMENT

**LETTER OF AGREEMENT:**

I \_\_\_\_\_ as the user of the Centre's facilities, will take full responsibility to ensure that all of the following conditions are met:

1. I/We will be the only person(s) to pick up, use and return the keys according to the booking schedule.\*
2. I will observe all LLBO, smoking and safety regulations.
3. I will prevent all users and guests from loitering outside the Centre before, during and after my event.
4. Where this event is for those under the age of 18 years, I will be present for the entire event. If I cannot be present, I have indicated below the name of the person who will be present.\*
5. I will return the facilities to a clean condition at the end of my booking. I will complete and sign the Self-Inspection Form following my event, and return it to the Office.
6. I will be the last person to leave the Centre.
7. I will make a special request to the Office if I wish to use the Audio Equipment.

I agree and understand that failure to meet any or all of the above conditions may result in the loss of my right to future use of the Centre. I have received a copy of the Community Centre Policy and agree to all its conditions.

**Signature of User:** \_\_\_\_\_ **\* OR:** \_\_\_\_\_

**Witness (for the Co-op):** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Where applicable, the name of the person over the age of 18 that will be present during the event:  
\_\_\_\_\_.

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*Revised by RESIDENTS' COUNCIL MAY 9, 2006*

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**SIGNED:**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Secretary**

**APPENDIX B**  
**SCHEDULE OF RENTAL FEES**  
**COMMUNITY CENTRE ● BAIN APARTMENTS CO-OPERATIVE**

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1. The fee structure outlined below was approved by Residents' Council on October 4, 2005. The Co-op reserves the right to change these fees without notice. Fee changes will be determined by the Community Centre Committee and be reported to Council annually.

2. **Not-For-Profit Private Events by Members:**

- a) Subject to availability, the Community Centre may be used by Members for private events.
- b) Rental costs for Members are:

Hours	1	2	3	4	5	6	7	8	9	10	11	12
Cost	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00

- c) The Member(s) holding the event must deposit a cheque for \$50.00 at the Co-op Office when the facilities are booked. All or part of the deposit will be returned when the Self-Inspection Form has been returned and verified and the Centre has been found to be in good order.
- d) Money will be deducted from the deposit for any damage to the facilities or equipment. A cleaning fee of \$12/hour will be charged if the facilities or equipment have not been adequately cleaned.
- e) Costs to the Co-op for damage or cleaning in excess of the deposit amount will be charged to the Member(s) sponsoring the event.

3. **For-Profit Events by Members:**

- a) Members using the facilities for for-profit events will be charged the following:

Hours	1	2	3	4	5	6	7	8	9	10	11	12
Cost	\$20.00	\$30.00	\$40.00	\$50.00	\$60.00	\$70.00	\$80.00	\$90.00	100.00	110.00	120.00	130.00

- b) The Member(s) holding the event must **deposit a cheque for \$50.00** at the Co-op Office when the facilities are booked. All or part of the deposit will be returned when the Self-Inspection Form has been returned and verified and the Centre has been found to be in good order.
- c) Money will be deducted from the deposit for any damage to the facilities or equipment. A cleaning fee of \$12/hour will be charged if the facilities or equipment have not been adequately cleaned.
- d) Costs to the Co-op for damage or cleaning in excess of the deposit amount will be charged to the Member(s) sponsoring the event.

4. **Barter Tasks & Equivalent Time-Trades for Members:**

All members have the opportunity to barter a portion of their booking fee. A list of possible barter tasks is attached as *Appendix E*. These tasks are subject to approval by the Community Centre Committee.

5. **Non-Profit and For-Profit Outside Groups / Individuals:**

a) Outside Non-Profit Individuals, Organizations and Events:

<b>Hours</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Cost</b>	<b>\$40.00</b>	<b>\$60.00</b>	<b>\$80.00</b>	<b>\$100.00</b>	<b>\$120.00</b>	<b>\$140.00</b>	<b>\$160.00</b>	<b>\$180.00</b>

- b) All individuals/groups will pay a damage **deposit of \$250.00**, by certified cheque or money order, in advance of the activity. This will be returned within 10 days following the event, and only after the self-inspection form has been returned and verified and the Centre has been found to be in good order.
- c) Registered non-profit individuals/groups may request a reduction of the rental fee for fundraising events in return for recognition of the Co-op's sponsorship in all promotional material.

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REVISED BY RESIDENTS' COUNCIL: OCTOBER 4, 2005*

**SIGNED:**

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**President**

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**Secretary**

# APPENDIX C INSPECTIONS CHECKLIST

COMMUNITY CENTRE ● BAIN APARTMENTS CO-OPERATIVE

*This form must be completed in good order and signed by the User in order to receive back the Deposit.*

NAME: \_\_\_\_\_

ADDRESS/PHONE NUMBER: \_\_\_\_\_

DATE/TIME OF BOOKING: \_\_\_\_\_

## Have you remembered to...

	YES	NO
<b>Main Meeting Room:</b>		
1) Stack chairs, fold tables, and place in chair/table closet or up against wall.		
2) Sweep or dry-mop floor. If floor is sticky or muddy, wet-mop.		
3) Remove ALL SCUFF MARKS from floor.		
<b>Kitchen:</b>		
1) Wash and PUT AWAY ALL dishes.		
2) Sweep or dry-mop floor. If floor is sticky or muddy, wet-mop.		
3) Remove all food.		
4) Clean appliances.		
5) Clean counter tops.		
6) Clean sinks.		
<b>Upstairs Lobby:</b>		
1) Sweep or dry-mop floor. If floor is sticky or muddy, wet-mop.		
2) Clean stairs.		
3) Put all books away.		
<b>Washrooms:</b>		
1) Leave washrooms clean.		
<b>Other:</b>		
1) Remove all decorations, as well as all TAPE and PINS (no marks on the walls).		
2) Bag all garbage and leave in garbage can in kitchen. If bag is full, tie and leave beside garbage can.		
3) Rinse all glass, metal, and plastic & put in blue boxes in parking lot. Leave cardboard inside by kitchen door.		
<b>Security Check:</b>		
1) Close and lock all windows.		
2) Turn off all appliances.		
3) Turn off all lights.		
4) Close and lock all doors.		

1. Damages:  
The following damage is noted: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF USER: \_\_\_\_\_ DATE: \_\_\_\_\_

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REVISIED BY RESIDENTS' COUNCIL: OCTOBER 4, 2005

SIGNED: \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**APPENDIX D**  
**WAIVER & ACKNOWLEDGMENT**  
**COMMUNITY CENTRE ● BAIN APARTMENTS CO-OPERATIVE**

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1. I have read and understand the requirements of the “Community Centre Policy” of Bain Apartments Co-operative Inc.
2. Specifically, I acknowledge that, as the User/Sponsor of an event involving physical activity for which I am charging a fee, I must carry a commercial general liability insurance policy with Bain Apartments Co-operative named as an Additional Insured.
3. I will provide a copy of this Insurance Policy to Bain Co-op with my Letter of Agreement. I acknowledge that my application will not be approved unless this is provided.
4. I acknowledge that I will require each of the participants in my event to sign a Waiver releasing Bain Co-op from any and all liability. I will provide the Co-op, prior to my event, with copies of these Waivers.
5. I acknowledge that I will not hold Bain Co-op responsible for any injury or harm caused to myself or any of the participants in my event, and I release Bain Co-op of any and all liability, whether arising from its negligence, or otherwise.

**SIGNED AT CITY OF TORONTO BY:**

**SIGNATURE OF EVENT SPONSOR / USER:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE FOR THE CO-OP:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

***NOTE TO ALL USERS / SPONSORS OF EVENTS INVOLVING PHYSICAL ACTIVITY:***

*A Waiver & Acknowledgement phrased as per the above MUST be used and signed BY ALL PARTICIPANTS in the event; and copies of those signed Waivers provided to the Co-op Office.*

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**SIGNED:**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Secretary**

**APPENDIX “E”**  
**LIST OF BARTER TASKS WITH TIME EQUIVALENTS**  
**COMMUNITY CENTRE ● BAIN APARTMENTS CO-OPERATIVE**

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All members have the opportunity to barter a portion of their booking fee. Upon booking, the barter task must be decided on, be specifically linked to the rental time, and is subject to approval by the Community Centre Committee.

<b>Barter Task</b>	<b>Details of Task</b>	<b>Amount of Booking Time</b>
Inspection	Check and report on cleanliness of Centre after bookings	15 minutes
On-call Cleaner	Tending to floors as needed; may be called on as-needed basis	6 – 8 hours/week
Saturday Morning Clean	Sweep & mop floors, stairs	1 hour
Washing Windows		1 hour
Big Kitchen Clean	Includes fridge, stove, sink, counters	3 hours
Lobby/Kitchen Tidy	Put away dishes left in rack, put things away in kitchen and lobby, clean washrooms	15 – 30 minutes

**Members’ Barter Equivalents:**

1 hour barter = 3 hour booking

3 hour barter = 9 hour booking (can be split, e.g. three 3-hour bookings)

4 inspections = 3 hour booking

2 lobby/kitchen tidies = 3 hour booking

**Other Barter Tasks (time equivalents to be negotiated with office):**

- Putting up Posters
- Shaking out/cleaning Floor Mats
- Organize/tidy Cupboards
- Washing Walls

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**SIGNED:**

\_\_\_\_\_  
**President**

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**Secretary**