

Use of the CABCC Policy

Cynthia was the co-op's co-ordinator from 1985 – 2011.

Upon her passing, the office building was named the *Cynthia Ann Bailey Community Centre* in her memory - or the CABCC for short.

Members can rent the CABCC for private parties. This Policy outlines the details of the hall rental process.

**It's
a
Party!**

Kawartha Village Co-operative Homes Inc.

Use of the Cynthia Ann Bailey Community Centre Policy

The recreation hall located at 152 Lansdowne Street, East, Unit 19 in Peterborough, Ontario is affectionately named the Cynthia Ann Bailey Community Centre in honour of Cynthia Bailey, who was the co-op's Co-ordinator from 1985 until she passed away in November of 2011.

The CABCC is considered an extension of our members' homes and should be treated as such. It belongs to every member of the co-op.

Rental and use of the facility by members is encouraged and will take priority over rental requests by outside organizations or private individuals.

The rental cost and/or deposit for the use of the CABCC may be waived at the discretion of the Board.

ROOM CAPACITY :

Large Meeting Hall	67 people (tables & chairs)
	96 people (chairs only)
Board Room :	20 people (tables & chairs)
	29 people (chairs only)

SMOKING :

Smoking is not allowed in the CABCC or within nine (9) metres of the entrances as per the City of Peterborough By-Laws.

ALCOHOL :

Selling of alcohol is not permitted.

If the person renting the CABCC chooses to serve alcohol, they should be aware that they could be held legally responsible if they overserve their guests, and those guests are involved in an incident after leaving the CABCC.

With this in mind, if alcohol is desired, the renter may decide to ask that guests bring their own alcohol thereby absolving the renter from any liability.

1. CO-OP RELATED FUNCTIONS AND COMMITTEE MEETINGS

- a) Bookings will be accepted and noted on a calendar on a first come, first served basis.
- b) All committee chairpersons will hold keys to the CABCC for the purpose of conducting committee meetings and/or events.
- c) Committee chairpersons are responsible for locking up the rooms and ensuring that everything is left in proper order after committee meetings or events.

2. RENTAL BY MEMBERS FOR NON CO-OP RELATED FUNCTIONS

- (a) Members wanting to use the CABCC for private functions must complete a "request for rental" form (available in the co-op office) and submit it to the co-op's Co-ordinator.
- b) A rental fee of \$25.00 is required from the member at the time of booking.
- c) If possible, a pre-function inspection of the CABCC will be carried out by the Co-ordinator in the presence of the member who will be renting the space. The inspection form will be signed by the member and they will be given the key.
- d) Unless other arrangements have been made, the key must be dropped off through the office mail slot at the end of the event.
- e) As soon as possible after the event, the Co-ordinator will do an inspection of the space. If any damages are noted, the Co-ordinator will follow the **procedure for dealing with damages** as outlined later in this Policy.

3. RENTAL BY NON-MEMBERS

- (a) In all cases, co-op commitments take priority over outside requests for the space.
- (b) Members of the general public and/or businesses or agencies who want to rent the CABCC must complete the "request for rental" form and pay the required fee.
 - Non-profit organizations or social agencies \$40.00 (+ \$100.00 deposit)
 - For-profit organizations and individuals \$ 100.00 (+ \$250.00 deposit)

- (c) Private groups may be required to provide their own insurance coverage depending on the activities that will be happening in the space. EG: karate, child care, etc.
- (d) A pre-function inspection of the unit will be carried out by the Co-ordinator in the presence of the renters. The inspection form will be signed by both parties and then they will be given the key.
- (e) Unless other arrangements have been made, the key must be dropped off through the office mail slot at the end of the event.
- (f) As soon as possible after the event, the Co-ordinator will do an inspection of the space. If any damages are noted, the Co-ordinator will follow the **procedure for dealing with damages** as outlined later in this Policy.

4. PROCEDURE FOR DEALING WITH DAMAGES

If rented by a Member :

- a) If any repairs and/or cleaning are required, the Co-ordinator will ask the member to return to the CABCC to complete necessary cleaning and/or repairs within a reasonable amount of time (within 48 hours).
- (b) If the member refuses to do the work, or is unable to complete it within the 48 hour time period, the Co-ordinator will arrange for the necessary work to be carried out and the cost for doing so will be deducted from the member's Maintenance Guarantee. Any costs in excess of the Maintenance Guarantee will be the responsibility of the member.
- (c) An invoice itemizing the damages and cost will be provided. Any unpaid amounts will be considered arrears which are required to be re-paid in accordance with the Arrears Policy.
- (d) If the member disagrees with the Co-ordinator's assessment of the situation, they may appeal to the Board of Directors.

If rented by an outside organization or individual :

- (a) If any cleaning and/or repairs are necessary, the Co-ordinator will contact the renter and ask them to return to the CABCC to complete the necessary work within 48 hours.
- (b) If the work is not completed within the 48 hour time period, the Co-ordinator will arrange to have the work done and the cost of doing so will be deducted from the deposit.

(c) If the costs exceed the deposit amount, the Co-ordinator will send an itemized invoice to the renter requiring payment within 30 days.

ORIGINAL RECOMMENDATION BY THE BOARD OF DIRECTORS	January 9, 1996
ORIGINAL CONFIRMATION BY THE GMM	February 14, 1996
AMENDED RECOMMENDATION BY THE BOARD OF DIRECTORS	September 26, 2007
AMENDED RECOMMENDATION APPROVED BY THE GMM	October 24, 2007
Changes Suggested by the Policy Review Committee :	March 21, 2013
Changes Approved by the Board of Directors :	April 2, 2013
Changes Confirmed by the General Members :	April 24, 2013

**RENTAL APPLICATION & AGREEMENT FOR THE
Cynthia Ann Bailey Community Centre**

DATE OF APPLICATION: _____ **DATE OF EVENT:** _____ **TIME:** _____

RENTER'S/MEMBER'S NAME: _____ **UNIT #** _____

PHONE# _____ **Pre and Post Inspection(Board Member)** _____

Room Capacity According to the Fire Prevention Captain of the City of Peterborough is:

LARGE MEETING ROOM: **67 PEOPLE (TABLE & CHAIRS)**
 96 PEOPLE (CHAIRS ONLY)

BOARD ROOM: **20 PEOPLE (TABLE & CHAIRS)**

I AGREE TO:

- | | |
|----------------------------------|---|
| - sweep/wash Floors | - stack tables/chairs and wipe down to clean |
| - clean washrooms | - turn off lights and ensure doors are locked |
| - take ALL garbage and recycling | - remove any decorations (AND TAPE!) |
| - Not use any type of Confetti | |

In consideration of the use of all or any part of the Community Centre, the member(s), organization or outside group hereby agrees to:

- AGREE TO SAVE KAWARTHA VILLAGE CO-OPERATIVE HOMES, INC. HARMLESS FROM ANY ACTIONS, SUITS, DEBTS, CLAIMS OR DEMANDS IN RESPECT TO ANY MISHAP, ACCIDENT OR CASULTY ARISING OUT OF THE USE OR CONDITON OF THE COMMUNITY CENTRE OR ANY PART THEREOF DURING OCCUPANCY.

The said party hereby acknowledges and agrees that the use of the Community Centre is entirely at the user(s) own risk.

Initials _____ I am a Member of Kawartha Village Co-operative Homes, Incorporated and hereby agree that my Maintenance Guarantee shall be held as a security deposit against any damages incurred during my rental period.

Initials _____ I am not a Member of Kawartha Village Co-operative Homes, Incorporated and hereby agree to submit the necessary deposit against any possible damages and as outlined in the Community Centre Rental and Booking Policy and Procedures.

RENTER/MEMBER'S SIGNATURE

DATE

\$ 25.00 rental fee **date paid** _____

(I understand that if I loose the CABCC key, to replace it will cost \$20.00.