

# USE OF COMMUNITY CENTRE POLICY

## DEFINITIONS

### Regular Co-op Function

Any regularly scheduled meeting of the Board, standing committees, and the membership, or regular social membership events.

- **Annual General Meeting, General Meeting**
- **Spring and Fall clean up**

### Irregular Co-op Function

Any Co-op function, not occurring on a regular basis throughout the year, which involves the Board, standing or ad hoc committees, or the general Membership, or which is a Co-op which sponsored activity.

- **Committee Training**
- **Special Members Meeting**

### Private Function

Any activity or event which, is sponsored by a Co-op member(s) and, which is not open to other members of the Co-op.

- **Family Functions**

## POLICY

1. The Community Centre may not be used by outside groups.
2. Priority for bookings of the Community Centre will be on a first come, first served basis within the following categories:
  - a) First Priority: Regular Co-op Functions
    - Regular Co-op Functions shall be scheduled within two weeks of the AGM for the full up-coming year, **or the committee will lose their chosen dates.**
    - There will be no charge for Regular Co-op Functions.
    - The **Committee sponsoring** a Regular Co-op Function is responsible for cleaning the Community Centre.
  - b) Second Priority: Irregular Co-op Functions
    - Irregular Co-op Functions may be scheduled at any time.
    - Bookings for Irregular Co-op Functions will be guaranteed only for those which are to take place prior to the next AGM.
    - There will be no charge for Irregular Co-op Functions.
    - The **committee** sponsoring the Irregular Co-op Function is responsible for cleaning the Community Centre.

c) Third Priority: Private Functions

- Special Private Functions may not be scheduled more than one year in advance.
- Regular Private Functions may not be scheduled more than one month in advance.
- A deposit of \$50.00 is required in order to book the Community Centre for a private function. After the event, the Community Centre will be checked and if all is in order, the \$50.00 cheque will be returned. If the Community Centre needs to be cleaned after or there is damage or items belonging to the Co-operative that are missing, the deposit will be retained. If the deposit doesn't cover the cleaning bill or replacement of broken or destroyed items, the member will be charged back the outstanding amount.
- If the member is wanting to use the barbeque, the Co-operative will supply a full propane tank. After the event, the propane tank will be refilled and the member will be charged the cost to refill the tank. The barbeque must be cleaned after use. Failure to do so will result in cleaning costs being charged back to the member at the current rate for the Maintenance Manager.
- A Member sponsoring a Private Function must be present at the function at all times, and contain the function to the Community Centre.
- A Member sponsoring a Private Function is responsible for the cost of cleaning, cost of repairs or cost of replacing all Co-op property damaged as a result of the Private Function, this includes damages done by the members' guests. The cleaning of the community centre must be completed within 24 hours.

If member(s) fail to meet these responsibilities the member(s) will be charged back for cleaning the Community Centre at a rate set by the Board of Directors. The cost of the maintenance repairs will be charged back to the member(s) at a rate set by the Board of Directors. A member(s) \$800.00 Share Capital will be used in lieu of damage deposit. This is to be removed this is not legal should be all charge backs

**In the event that a Special Meeting of the Membership must be called within a certain period of time, such a meeting takes precedent over any of the above-mentioned functions. (i.e. A previously scheduled function may be cancelled to allow for the Special Meeting.)**

3. The Co-op reserves the right to cancel any booking without notice if cause is due to circumstances beyond its control. (e.g. fire, flood, etc.)
4. Keys to the Community Centre will not be issued more than 24 hours in advance of the scheduled function and must be returned to the Co-op no later than 24 hours after the function.
5. The Community Centre shall not be used for any activity which:
  - a) is illegal
  - b) discriminates against any person or group on the basis of race, **nationality** or ethnic origin, colour, religion, age, sex, marital status, political affinity or

activity, sexual orientation, family relationship, physical handicap, record of offences or by any other reason which is a violation of the fundamental human rights.

6. Any Member or group of Members wishing to serve alcoholic beverages must secure and display any necessary permit(s) and must comply with all regulations established by the Liquor Licensing Commission of Saskatchewan.
7. The Co-op is not responsible for any articles lost or stolen on its property.
8. Yearly and monthly schedules of all Co-op activities will be posted in the Community Centre.
9. **“NO SMOKING” or vaping is allowed in the Community Centre or 3 meters outside the main entrance.**