

**STANDING RESOLUTION**  
**OF**  
**LOM NAVA'S BOARD OF DIRECTORS**  
**THE USE OF LOM NAVA COMMUNITY ROOM**

1. The Lom Nava Community Room may be used for:
  - a) The Co-op Annual General Meetings, General meetings, and any special meetings called by the Board of Directors.
  - b) Co-op social events, educational events, and/or health-related activities (exercise, Tai Chi, Relaxation classes, etc.) and recreational activities.
  - c) Co-op Committee meetings
  - d) Members' Arts and Crafts activities.
  - e) Local community group meetings when Co-op interests are involved.
  - f) CHFT meetings or seminars.

Any use of the Lom Nava Community Room must have prior approval of the Co-operative.

**2. BOOKING THE HALL**

- a) Members and/or Committees must book the Community Room at least one week prior to notice of the event.
- b) Any function involving alcoholic beverages requires a Liquor License and this license must be reviewed and accepted prior to confirmation of booking.
- c) The Member booking the hall must be in attendance for the entire duration of the event.

- d) The hall will not be used for any profit-making activity.

### 3. RESTRICTIONS

- a) The total number of people occupying the room will be as per the following *Notice of Occupancy* issued by the *Mississauga Fire and Emergency Services*.

✓ Non fixed seats only (entire floor area)	52
✓ Non fixed seats and tables (dance floor incl.)	41
✓ Non fixed seats and tables (dining/alcohol)	35
✓ Standing space	97

- b) Noise will be restricted and will not be permitted to reach a level which interferes with the membership's quiet enjoyment of their homes.

- c) **ALCOHOLIC BEVERAGES:**

Serving of alcoholic beverages will only be allowed if a proper liquor license has been obtained and written permission of the Board is granted.

Any function that involves alcoholic beverages will require a Damage Deposit as established by the Board of Directors. This payment must be made at least one week prior to the event of function.

- d) No harassment of Office Staff, Members, Guests, or others will be permitted.

### 4. EARLY CLOSURE

Should any authorized personnel find that an event or function is in violation of the restrictions set out in Section 3 they will address the member in charge and should such violations continue said personnel will have the right to declare the event closed and request the hall be vacated and see that it is locked.

## **5. MEMBER COMPLAINTS**

Any complaints regarding an event or function should be directed to the Co-op Property Manager and may need to be copied to the Board.

## **6. DAMAGE DEPOSIT & ROOM RENTAL FEE**

a) A deposit of \$200.00 must be left with the Co-op office at the time of booking confirmation and an agreement shall be signed between the Co-op and the Member or user group. This deposit will be returned to the user upon inspection of the room following the event and satisfactory report from the staff. This report will be in the form of a checklist that is to be signed upon completion of inspection by a member of the staff and the Member sponsoring the event. A deduction from this deposit will be made for any cleaning, repairs, late lock-up, or disturbances caused by the user group. Any damages beyond the deposit will be charged to the Host Member and be payable within 30 days of presentation of a summary of charges. The fee for use of the room will be as follows:

- ✓ \$25.00 - for functions that take place Friday or Saturday between the hours of 8 am and 8 pm.
- ✓ \$50.00 – for functions that take place Friday or Saturday between the hours of 8 pm and 1 am.
- ✓ \$10.00 - per hour rate for functions that take place Sunday to Thursday between the hours of 11 am to 8 pm.

b) Upon recommendation of the Property Manager, the Board of Directors may refuse further use of the hall for a specified time for reasons of damage or lack of co-operation.

c) Any dispute over damages or other deductions from the deposit, or refusal of booking privileges, may be appealed to the board of Directors. This appeal must be made in writing within fourteen days of notice.

- d) In the case of a Member of the Co-op, any money over and above the deposit charged back by the Co-op will be treated as housing charge
- e) arrears if not paid within 30 days. If the charge-back is appealed, and the appeal is refused, the amount will be treated as arrears after 30 days from the date of the board meeting.

**7. CLEANLINESS**

- a) The person booking the Community Room will be responsible for returning the room to a clean and orderly condition immediately after use, if possible or on the next day. This includes removal of garbage bags & recycling from the community room (Any and all refuse must not left in or outside of the community room, members must take all refuse to their own units) and, cleaning of adjacent washrooms, kitchen area floors and counters, stove and fridge (if used) and returning the carpeted area and floors to a clean condition. Food must not be left in the kitchen area. The coffee urn (if used) must be left in a clean condition. All borrowed Co-op equipment will be returned in its original condition.
- b) If determined by the Co-op staff that the cleaning condition is unsatisfactory, the Co-op staff will complete the cleaning task and apply the appropriate charge to the host member accordingly.

**8. BOOKING THE HALL**

Subject to the above provisions, the Community Room will be booked on a first come, first served basis. A calendar will be kept in the Co-op office, which will indicate the type of event or meeting to be conducted.

**9. HOURS OF USE OF THE LOM NAVA COMMUNITY ROOM:**

Sunday to Thursday                                 8:00 am to 11:00 pm

Friday and Saturday                                 8:00 am to 1:00 am

The Community Room will be kept locked except for scheduled meetings or activities.

All functions must terminate prior to the agreed-upon closing time.

**10. CO-OPERATIVE'S LIABILITY:**

Lom Nava Housing Co-operative Inc. assumes no liability for any injury to person or damage to property, which may occur in the course of events held in the Community Room.

*Approved by the board of directors at a properly called meeting held on the 11<sup>th</sup> of May, 2009.*

*President*

*Vice-President*

*c/s*