

Preamble:

The Community Rooms within Barrie Municipal Non-Profit Housing Corporations buildings have been designed to accommodate the potential and recreational needs of the tenants.

BMNPHC does not permit the space to be used for commercial purposes or for any partisan political activity, religious service or rallies. Activities or events must be compatible with the Ontario Human Rights Code and Barrie Housing's vision and objectives.

Policy:

Primary users of this space will be the tenants of the building. Other probable users are Inter-BMNPHC users and/or groups. Other local, tenant lead community groups are also welcomed to use the Community Room.

Any person or group interested in using the room must review this policy and follow the terms and conditions contained within as well as the Community Room Usage Agreement (**Appendix 1**). BMNPHC will review and grant all requests for bookings based on the date that they are received. In the event that multiple requests are received for the same date and time, priority will be given to the first person and/or group to submit a request when and where applicable. The ultimate decision for which request to be granted will be left to the discretion of the Tenant Services department staff.

Scheduling and Related Administration

The schedule for the community room bookings will be kept by the Tenant Services Department. Anyone wishing to book the Community Room must contact their Housing Support Worker and fill out a Community Room Booking Application. (**Appendix 2**)

Tenants of the building or other users need to contact their Housing Support Worker if there are any concerns about conflicts or inappropriate use of the community room. When issues arise that the Housing Support Workers are unable to remedy the issue/complaint, it will be escalated to their Manager responsible for the location.

The Housing Support Worker assigned to a location will be responsible for ensuring that there are no time conflicts with the room booking schedule; that the room requested is ready for use and that access is arranged prior to the date of the event

Tenants and/or groups must inform their Housing Support Worker immediately of any cancellations.

Security Deposit

All tenants wishing to book the Community Room for exclusive use agree to pay a security deposit of \$75 via money order in order to book the space. The deposit will be refunded in full, minus the cost of any damage incurred throughout the course of the rental. All security deposits are to be documented and receipted. The receipt is to be stapled on to the rental agreement with one copy being kept by staff and the other given to the tenant.

Sufficient Notice

All requests to book the Community Room must be received by the Tenant Services Department at least two (2) weeks prior to the proposed date and time of the event. Events with less notice will be considered under certain circumstances however, not guaranteed.

Tenant in good standing

If the request is coming from a household for a private function, the tenant must be considered to be in good standing with BMNPHC. A tenant is in good standing if:

- They have not been served with a notice of eviction within the last six months
- They do not owe any outstanding rental arrears, or other monies owed to BMNPHC
- They have paid their rent on time for the previous six months
- There is no recent history of damage within the rental unit caused by malicious intent or negligence, or had any validated, formal complaints made against them by either staff or fellow tenants

Tenant Obligations

When booking the Community Room, Tenants must:

- Set up and clean up the space, including any areas adjacent to the Community Room and patio area (s) if applicable (if you and/or your guests are using the outdoor space as well)
- Remove any additional equipment, food or supplies brought into the room for the purpose of the event
- Clean the kitchen, including all dishes, utensils and any other equipment used that is owned by BMNPHC.
- Not to affix anything to the walls and/or glass within the community room. Any holes and or tape marks associated with hanging banners, signs, and pictures will be considered damage to the room and as a result, the tenant and/or group who booked the Room will be responsible for the fees associated with the repair.

- Remove all garbage etc. and properly dispose of the bags. For Tenants using the space, garbage must be properly disposed of in the chute room of their respective address.

Under no circumstances are Tenants renting the space to:

- Leave the community room unlocked or unattended during non-office hours
- Consume alcohol or illegal substances within the room or the patio space
- Smoke inside of the community room (this includes all forms of smoke)
- Gamble
- Use the space for commercial purposes, partisan political activity, religious services or discriminatory activities
- Move any fixed furniture that was present in the room prior to the booking (i.e. bookcases, storage units, pictures hanging on the walls etc.)

Damages Incurred, Behavioral Incidents Condition of the Community Room throughout the course of the Rental Period

- Any damages, theft or loss incurred during the community room rental shall be the sole responsibility of the party who booked the room for the use of a private function. If any damages, theft or loss occur throughout the course of the rental:
 - The tenant will be financially responsible for any such damage.
 - The Security Deposit will be held in trust by the Tenant Services Department until a quote to repair the damage/replace the item can be obtained
 - The Security Deposit will then be refunded minus the costs associated for the repair and/or replacement
- If the repair/replacement costs exceed the security deposit, the tenant will be responsible for payment in full for the cost associated for the damage/replacement
- The tenant will lose the right to make any future community room bookings
- Any disturbances that impact the reasonable enjoyment of the premises of other tenants throughout the course of the private function/room booking shall also be the sole responsibility of the tenant. If there are disturbances that impact the reasonable enjoyment of the premises throughout the course of the rental:
 - The tenant will lose the right to make any future community room bookings and/or;
 - The tenant may be served with the Landlord and Tenant Board Form N5 – Notice of Eviction
- If the fire alarm is triggered by carelessness or mischief of the guests and the fire department is dispatched to the community room, the tenant will be financially responsible for any fines issued by the fire department

- If the community room is not properly cleaned and left in the condition that it was in prior to the event, a third-party cleaning company or an internal cleaning staff person may be used to bring the condition of the room back to the standard. This will be the financial responsibility of the user and will be subtracted from the security deposit once a quotation for the work has been completed

Hours of Use

Community Room space is open for rental between the hours of 8:00am and 11:00pm Monday through Sunday.

Set Up and Clean Up

Set up and cleanup is the responsibility of the user unless other arrangements have been specified in the Community Room Rental Agreement. Activities will be booked at least 30 minutes apart to allow time for set up by the next community room user.

Security

It is important that all community room users pay strict attention to building security, particularly during evening, weekends and holidays. If you are the designated contact person and are allowing access through the interphone and/or doors to the community room, please ensure that you know who the person is before allowing them access into the room. You must post the name of your group, time of the meeting and privately provide entrance instructions so that the meeting or event participants know what to do. You must also ensure that your guests proceed to the community room and do not roam around the building and/or property.

***** During non-office hours Community Room users must ensure that the room is never left unlocked and/or unattended. The tenant and/or group is responsible and liable for any loss or damages that occur if the room is left unattended *****

Community Room Capacities

The Community Room listed below can accommodate groups to a maximum of:

- Allanview 90 Building- 40 persons/ cap. With two fire exits
- Deerhearst 111 Building- 30 persons/ cap. With two fire exits
- Timbercrest B-Building- 30 persons/cap. With one fire exit
- Edgehill Ter. 191 Building- 40 persons/cap. With one fire exit
- Coulter Glen 75 person/ cap. With one single & one double fire exits
- Cundles Ter. 10 Building- 30 persons/cap. With one fire exit
- North Barrie Heights Main Off. Bldg.- 55 persons/cap. With two fire exits
- Northfields- A-Wing- 40 persons/cap.- With two fire exits. B-Wing- 50 persons/cap. With one fire exit
- Penetang Crt. 4 Building- 50 persons/cap. With one fire exit
- Summitview 75 persons/cap. With two fire exits [1-main common room, 1-playroom common room]

Please indicate your specific needs on the Room Booking Form and we will do our best to accommodate you. Only the public washrooms onsite will be made available for use during the rental hours.

Breach of Agreement

If users breach the Community Room Rental Agreement, the Tenant Services staff will act accordingly. When the problem is serious, the offending party will be charged by BMNPHC for incurred expenses. Examples of serious issues include, but are not limited to:

- Extensive property damage
- Theft of furnishings
- False fire alarms resulting in the Fire Department being dispatched to the Community Room

Less serious breaches may result in termination of further bookings.

Approved by the Board of Directors on _____.