

Administration	Buildings & Capital Assets	Board Approved Date:	21-02-24
Policy	Common Facilities	Revision Date:	N/A
Policy No.	20-091	Internally Approved Date:	21-02-12
References	Fire Code Human Rights Code Occupational Health and Safety Act Building Code		
Forms	Bicycle Storage Agreement Meeting Room Rental Agreement		

1. Policy statement

It is the DRNPHC's policy to make available meeting rooms and common spaces for use by board members, committees, staff, tenants and outside organizations. This policy also includes the use and maintenance of the laundry room, bike room and storage space, if available. The use of common facilities must comply with DRNPHC's insurance and government regulations.

2. Purpose

Purpose

This policy sets out the rules and procedures for the use of various common facilities within DRNPHC.

3. Scope

Board members, committees, staff, tenants and outside approved organizations who use the common facilities of DRNPHC will be guided by the rules and procedures outlined in this policy.

4. Definitions

Common Facilities

Community room, boardroom, laundry room, bike room, playgrounds, storage space.

Event Organizer

The person named on the rental agreement who is responsible for the use and care of the facility during an event. The event organizer could include tenants, staff or outside organizations who book a meeting space for its use.

Meeting Rooms

Community room and boardroom

DRNPHC Sponsored Event

Events such as committee meetings, board meetings, tenant association meetings, events sponsored by DRNPHC and other activities recognized from time to time by the board.

Outside Organizations

Social agencies and community groups that have applied to DRNPHC for a specific event.

Private Tenant Events
Events scheduled by individual tenants

Staff Sponsored Event
Staff meetings, employee activities related to the fulfillment of employment requirements, training sessions sponsored by DRNPHC and other activities recognized from time to time by management.

5. Procedure

a) Meeting rooms

DRNPHC staff are responsible for scheduling the use of the meeting rooms for all functions, including receiving the rental agreements and collecting rental fees and/or deposits.

Site staff will be responsible for the pre and post rental inspections and receiving and assigning the key to the room.

DRNPHC will not be held responsible for any and all claims for injury, loss of property, liabilities or damages (including negligence) from tenants, guests, event organizers or event attendees arising out of the event being held in the meeting space during the rental period.

b) Room bookings

Bookings for meeting rooms are received on a first-come, first-served basis and will be accepted up to four months in advance. DRNPHC reserves the right to reject any or all requests for room bookings for any reason at any time.

Priority will be given for any event in the following order:

- DRNPHC sponsored events
- staff sponsored events
- private functions for tenants
- outside organizations

Alcohol is not to be served at the event.

Bookings will be made using the *Meeting Room Rental Application*, stating the nature of the event, the number of guests expected, and naming the person responsible for organizing the event (tenant, staff or a representative of the community organization). This information may be hand-delivered or sent by mail, fax or e-mail 7 days prior to the event.

Tenants with unpaid rent will NOT be able to book common space, until such time as they have made arrangements to pay the arrears. At the discretion of the Director, Tenant Housing & Services, those tenants who are in serious breach of their tenancy agreement may not be able to book common space.

Outside organizations must submit a signed rental agreement to DRNPHC's customer service staff for approval. The rental fee and/or damage deposit may be waived at the discretion of the CEO or designate.

The amount of the rental fee and damage deposit will be set by the CEO.

At the time of key pick-up, the event organizer is required to have paid the fee and/or damage deposit by certified cheque, bank draft, money order, credit card or Interac. The person named on the rental agreement must agree to be present at all times during the event and assumes liability for cleaning and/or repair costs incurred by DRNPHC as a result of use of the facilities.

c) Decorating

The room may be decorated for the event. Tenants may not use adhesive tape (any variety), staples, tacks or nails on walls, pillars or ceilings. The use of putty adhesive is acceptable. Candles, incense burners and open flames may NOT be used. All decorations must be removed at the end of the event.

There will be no smoking in the building. Smoking is permitted outdoors 5 metres from the entrance, but cigarette butts must be deposited in the receptacles provided.

There may be a stove and refrigerator available for use in the kitchen. No cutlery, cooking utensils, dishes, or cleaning materials are supplied. There will be a broom, mop and bucket available for room clean up.

d) Event organizer responsibilities

The event organizer is responsible for locking up rooms, turning down the heat or turning off the air conditioning and ensuring the room is returned to its original condition after an event.

Fire safety regulations must be followed. Only the posted maximum number of people can occupy the community room in accordance with *Fire Code* regulations.

Tenants and outside organizations are responsible for their guests' behaviour at all times while they remain on the property.

Consideration must be given at all times to the rights of other tenants in the building to the quiet enjoyment of their units. Excessive noise will not be allowed. Staff are authorized to terminate any event where guests become unruly or the noise levels contravene municipal bylaws or where a contravention of the Ontario *Liquor License Act* and its regulations has been discovered.

All events will end at 11:00 p.m. The facilities must be cleaned and the keys returned as pre-arranged by 11:00 a.m. the following morning.

e) Damages

The damage deposit will be held by DRNPHC for 72 hours after the rental period. During that time the DRNPHC will carry out an inspection to evaluate whether extra cleaning or repairs are required. If it is determined that extra cleaning or repairs are

necessary, an attempt will be made to have the event organizer attend for an inspection. If this is not possible, photos will be taken.

An invoice itemizing costs will be issued to the event organizer once the work has been carried out. The balance from the damage deposit, if any, will be returned. Any costs in excess of the deposit will be the responsibility of the event organizer.

Any amounts unpaid by tenants will be considered outstanding and the tenant's account will be charged accordingly. If this individual does not make good on the repayment, it may be cause for legal proceedings under the Landlord and Tenant Board (for tenants) or Small Claims Court (outside organizations).

Subsequent rental requests from tenants or community organizations that have unpaid accounts or have previously damaged the facilities or failed to clean up properly will be refused.

f) Laundry room

A common laundry room is provided for use by tenants in the building. The laundry room is open during posted hours.

DRNPHC is responsible for regular cleaning and maintenance of the laundry room.

Tenants are responsible for keeping the laundry room clean. They are also responsible for removing debris from washing machines and emptying the lint filters from the dryer after each use.

Signs will be posted in the laundry room explaining how to report machines that are not working or problems with the coin-operated or SmartCard technology.

g) Bicycle room & small storage areas

At some sites, DRNPHC has provided space in the building for tenants to store bicycles, mobility devices or in the case of some apartment buildings is able to provide a small storage space.

Bicycles may be stored in an allocated space, in the bike racks provided in the bicycle room, or within the unit. Bicycles may not be stored in common area hallways.

Small storage spaces must be kept clean and tidy and free from hazardous materials.

Staff of DRNPHC will be responsible for providing access to the storage and/or bicycle room, allocating spaces and record keeping.

Upon receipt of a request for bicycle storage space, spaces will be allocated based on a first come first served basis. Once a *Bicycle Storage Agreement* has been signed, tenants will be provided with one key to access the bicycle room and will be allocated a space. The allocation of spaces will be based on the date the request is made to the office. Once all available spaces have been allocated a waiting list will be established based on the date of the request.

Storage spaces are allocated based on building configuration for unit storage and are linked to the type of unit and number of available storage spaces. If a unit has an allocated storage space tenants will be advised at the time their lease is signed.

DRNPHC will be responsible for regular inspections, cleaning and maintenance of the bicycle room. A regular inventory of bikes and allocated spaces will be done annually in an effort to identify any abandoned items.

An item will be considered abandoned if a present or former tenant has been notified by DRNPHC and has not claimed it within 30 days. Abandoned items will be disposed of by DRNPHC.

DRNPHC will not be held responsible for any loss of or damages to property arising out of the storage of their personal belongings in the space provided.

Tenants must use the assigned space only to store their bike or personal belongings and spaces may not be sublet under any circumstances.

Tenants must inform DRNPHC if they no longer require a space.

Only bicycles are to be stored in the bicycle room.

The bicycle or storage space is not to be used for storing hazardous materials such as tires, paint cans or oil products.

Tenants using any storage space must ensure the room is locked at all times and must not give anyone unauthorized access to the room.

Tenants will be responsible for keeping the area in a clean and orderly condition.

End.