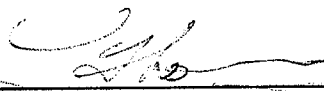


Ellwood House Ottawa Inc.
Revised 2014

Common Areas Policy

Date Board Approved: September 24, 20

Signed: _____

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be the name of the person who signed the document.

Purpose and scope

Purpose

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

Scope

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

Definitions and clarifications

common facilities

Lounge, public washroom, laundry room, library.

contained pet

Animals that are contained in a cage, tank or other container such as ferret, rabbit, bird, fish, rodents (such as mice, gerbils, hamsters) and reptiles (including snakes) as permitted by the City of Ottawa

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

Lounge

Ellwood House sponsored event

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

outside organizations

Social agencies and community groups that have applied to the non-profit 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 Ellwood House and other activities recognized from time to time by the board.

Procedure

Meeting rooms

Non-profit responsibilities

The property manager of Ellwood House is responsible for scheduling the use of the meeting rooms for all functions, including receiving the rental agreements and collecting rental fees and/or deposits.

The Property Manager

~~On-call maintenance staff~~ will be responsible for the pre and post rental inspections and receiving and assigning the key to the room.

Ellwood House 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.

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.

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

- Ellwood House sponsored events
- staff sponsored events
- private functions for tenants
- outside organizations

If alcohol is to be served at the event, a Special Occasion Permit must be acquired from the Alcohol and Gaming Commission of Ontario and a copy provided to Ellwood House 14 days prior to the event. The permit is to be displayed prominently in the room during the event and the conditions of the permit must be strictly followed.

made by people's or organizations not affiliated to Ellwood House.

Bookings will be made using the *Meeting Room Rental Agreement*, 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). The agreement will be accompanied by a copy of the Special Occasion Permit, if applicable. 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 Ellwood House, 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 property manager for approval. The rental fee and/or damage deposit may be waived at the discretion of the Ellwood House.

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

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, or money order. 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 the Ellwood House as a result of use of the facilities.

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 is a stove and refrigerator available for use in the kitchen. Cutlery, cooking utensils, dishes, and cleaning materials are supplied. There will be a broom, mop and bucket available for room clean up.

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 50 ppl. can occupy the Lounge in accordance with *Fire Code* regulations.

All liquor licensing regulations must be followed. It is illegal to serve alcohol to minors (anyone under 19 years of age) or allow them to consume alcohol at a permit event. Sale of alcoholic beverages in any part of the facility is prohibited. The law requires those serving alcohol not to supply alcohol to those individuals who appear to be intoxicated.

All guests will use the intercom system at the building's main entrance to gain access to the Lounge. 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. Security personnel and on-call maintenance 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.

Damages

The damage deposit will be held by the Ellwood House for 72 hours after the rental period. During that time the Ellwood House 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.

Laundry room

A common laundry room is provided for use by tenants in the building. The laundry room is open seven days a week from ~~7:00~~ a.m. to ~~11:00~~ p.m.
8:00 8:00

Ellwood House is responsible for regular cleaning and maintenance of the laundry room in partnership with Coinamatic

The board of directors will set the price for use of the machines during the annual budgeting process.

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 explaining how to report machines that are not working or problems with the SmartCard technology.