



## USE OF HELEN HALL POLICY

**ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED THE FOLLOWING GUIDELINES AND PROCEDURES FOR THE USE OF HELEN HALL WERE ADOPTED AS POLICY BY THE BOARD OF DIRECTORS OF SHAMROCK CO-OP:**

Date adopted by the Board of Directors:	<u>October 24, 1990</u>
Date confirmed by the Members:	<u>November 19, 1993</u>
Date amended by the Board of Directors:	<u>March 28, 1994</u>
Date confirmed by the Members:	<u>April 11, 1994</u>
Date amended by the Board of Directors:	<u>April 2, 2012</u>
Date confirmed by the Members:	<u>April 28, 2013</u>
Date amended by the Board of Directors:	<u>March 31, 2014</u>
Date confirmed by the Members:	<u>April 27, 2014</u>
Date amended by the Board of Directors:	<u>March 9, 2015</u>
Date confirmed by the Members:	<u>April 26, 2015</u>

### PREAMBLE

Helen Hall is named after and dedicated to the memory of Helen McMichael, a pioneer in advocacy for the disabled in Kitchener-Waterloo. She was disabled herself. She was one of the founding directors of Shamrock Co-op. With the other founders she shared the vision that people of differing abilities and needs, can live independently within a caring community and work co-operatively to achieve their common goals

### THEREFORE BE IT RESOLVED THAT:

Helen Hall is intended first and foremost for those activities which serve all of the Members of the Co-op, and this intent is reflected in the priorities for its use.

#### **A. The following activities are listed in descending order of priority:**

- 1a Meetings of the Board of Directors to conduct the Co-op's business
- 2a Meetings of the general Members to participate in the conduct of the Co-op's business
- 3a Activities and celebrations of the Members
- 4a Regular meetings of Co-op committees
- 5a Special activities and functions of Co-op committees
- 6a Informal gatherings of Members which are not exclusive
- 7a Individual Members' private functions
- 8a Activities of other co-operatives or organizations with objectives compatible with Shamrock Co-op



## B. USE OF HELEN HALL

- 1b** Scheduling of use will be under the auspices of the Board of Directors. The Board reserves the right to refuse any request for use of Helen Hall which is considered inappropriate. A time limit may be set for activities which are likely to disturb other Members.
- 2b** Helen Hall will be available to Members one hour prior to the start of the event until one hour after the ending of the event, for set up and clean up. Any functions will be required to turn down the music at 11pm and to turn it off at midnight. Co-op functions may be governed by the same rules, but are at the discretion of the Board of Directors.
- 3b** Individuals and groups participating in activities/events in Helen Hall will respect the Co-op's property and environment at all times and will be considerate of the comfort of the residents of the building. Children are not allowed to play in the hallways, elevators, and staircases.
- 4b** Co-op Members or Organizations wanting to book Helen Hall for private functions are required to enter into an agreement for use of Helen Hall and pay a deposit of \$50.00 as well as a rental fee of \$20.00 per function. The rental fee will be waived for every fourth rental by the same Member or Organization. The deposit will be refunded only if all the premises used during the function (bathroom, patio, entrance and Helen Hall itself) are left in the same condition of cleanliness and good repair in which they were found.
- 5b** A Co-op member requesting to book Helen Hall for a private function must be a member in good standing (no arrears of any kind or non-compliance issues).
- 6b** The person responsible for the reservation of Helen Hall will ensure that the people attending the function will comply with the Co-op's No Smoking policy.
- 7b** The Co-op is not responsible for any items left in Helen Hall. Individuals booking Helen Hall will be responsible for the security of items & equipment brought into the hall.
- 8b** Co-op Members shall not enter Helen Hall when a private party is taking place and respect the privacy of the guests at the function.