

CARDIFF HOUSING CO-OPERATIVE

BY-LAW NO. 12

BY-LAW REGARDING USE OF THE CO-OP MEETING ROOM

1. Use of the Meeting Room

- (a) The Meeting Room is intended to be used primarily as a meeting room for the Board of Directors, Co-op committees, as well as for general meetings for Co-op members. It is available for use, as well, by Co-op members for social activities.
- (b) Use of the Meeting Room must not interfere with the rights of Co-op members to the quiet enjoyment of their homes or with the daily working routine of the Co-op Office.
- (c) All private events held by members must end by midnight unless the member has applied to the Co-op Office for, and has received, permission to extend the time limit to 1:00 a.m. In no case will members be permitted to use the Meeting Room after 1:00 a.m.
- (d) If a member holding an event in the Meeting Room receives a noise complaint from other residents, he or she will be responsible for ensuring that noise is immediately reduced to an acceptable level.
- (e) Members may be refused permission to reserve the Meeting Room for private events if repeated noise complaints are received.

2. Reservation of the Meeting Room

- (a) The Meeting Room may be reserved by representatives of the Board and committees and by the Manager for Co-op meetings.
- (b) The Meeting Room may be reserved by an individual member for a private function by application to the Co-op Office. In addition, in the Manager's absence, members may reserve the Meeting Room by application to an "on-call" director.
- (c) Tenants of the Co-op are not entitled to reserve the Meeting Room.
- (d) The Co-op Meeting Room will be reserved on a first come, first served basis. In the event that there is a conflict between a reservation for a social event and a reservation for Co-op business, the latter will receive priority.
- (e) A calendar to be used for recording reservations will be posted in a convenient location accessible to members.

3. Damage Deposit

- (a) Co-op members reserving the Meeting Room for other than Co-op business will be required to provide the Co-op with a damage deposit prior to the event and

to sign an agreement with the Co-op setting out the terms on which the Meeting Room may be used.

- (b) The amount of the deposit will be set by the Board of Directors and may be amended from time to time.
- (c) Following use of the Meeting Room by members for other than Co-op business, a Co-op staff person or designated volunteer will carry out an inspection to determine whether the Meeting Room has been left in satisfactory condition.
- (d) A deduction from the deposit will be made for any cleaning or repairs required to the Meeting Room following use by members for a private event. Any damage beyond the amount of the damage deposit will be charged to the member.
- (e) Any portion of the damage deposit not required to carry out repairs or to clean the Meeting Room will be returned to the member following inspection of the Meeting Room.

4. Cleanliness

The member booking the Meeting Room will be responsible for returning it to a clean and orderly condition after use. Responsibilities will include removing garbage, cleaning the kitchen area, stove and fridge (if used) and returning the floors to a proper level of cleanliness. Food must not be left in any of the kitchen areas.

5. Access To Room

- (a) The President, "on-call" directors, On-Call Committee members, committee chairpeople designated by the Board and Co-op staff members will be issued with keys to the Meeting Room.
- (b) Members who have reserved the Meeting Room for events at which no member or staff person with a key will be present must make prior arrangement with the Co-op Office for access to the Meeting Room. Access may be provided by arranging for a Co-op member or staff person with a key to open the Meeting Room or by signing a key out temporarily to the member reserving the Meeting Room.
- (c) Keys to the Meeting Room signed out to members on a temporary basis must be returned to the Co-op Office on the next business day following use of the Meeting Room. Members will be charged an amount determined by the Board to replace any key that the member loses or fails to return.

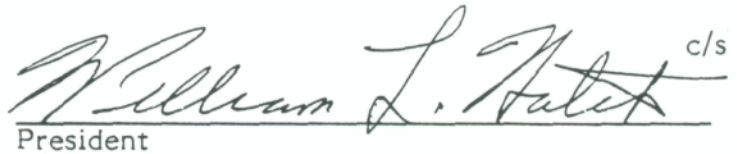
6. Locking the Room

The Meeting Room will be kept locked at all times except when Co-op meetings or activities are taking place.

PASSED by the Board of Directors and sealed with the corporate seal of the Co-operative this 28th day of April, 1986.



Secretary

 c/s
President

CONFIRMED by at least two-thirds of the votes cast at a general meeting of members this 13th day of May, 1986.



Secretary

 c/s
President