



Helen's Court Co-op

Common Room Committee

The Common Room is a place for all of us to use, enjoy, and respect.

The Common Room hours are:

9:00 am – 9:00 pm on weekdays

10:00am – 10:00pm on weekends

BOOKING THE COMMON ROOM

The common room must be booked by writing down your name, unit number and times of intended usage on the common room calendar (located in the mail room). Whether it is for private use, a co-op committee meeting, or for a general meeting. If you wish to use the common room for a private party please see the additional steps required in the **Private Party** section below.

Please take note **co-op meetings do take precedence over private usage**. To avoid cross booking please book common room as far in advance as possible.

Note: after booking the room if you do not have a key you will need to contact the Common Room Committee Member or a Key Holder to secure a key to the room on the date you booked.

If you would like to be a Key Holder please notify the Common Room Committee.

USING THE COMMON ROOM

All activities (including children's activities and parties) must be sponsored and attended by one adult co-op member (19 years or older). This member is responsible for any/all damages. Members sponsoring activities that may create excess noise must consult adjacent units. Special activities like classes require permission from the Common Room Committee.

Roommates

Members are responsible to oversee a roommate using the common room.

No Smoking

There is no smoking of any kind in the common room at any time.

No Personal Storage

The Common Room is not to be used by the members as a place to store personal belongings. Special exceptions can be made by contacting someone on the Common Room Committee.

Private Parties

If you would like to book the common room for a private party you must:

- (a) Have a member present

- (b) Notify a Common Room Committee member of the event.
- (c) Notify the units adjacent to the common room.
- (d) Adhere to the Co-op noise and curfew policies
- (e) Complete the clean-up of the room after the event.

COMMON ROOM CLEAN-UP

Before you leave the common room, please:

- Put chairs away
- Sweep the floor
- If the floor needs washing – mop floors (mop and bucket located in room)
- Remove all garbage
- If walls need cleaning - wash them
- Turn heat down
- Turn off lights
- Report any issues/damages to the Common Room Committee and return the common room key to the Key Holder.

COMMON ROOM COMMITTEE:

Gerardo Avila
Maria Avila
Scott McLeod
Angelika Kagan
Ally McLeod
Andrea Centeno
Erika Lind