

Waterloo Co-operative Residence Incorporated

Weavers' Arms Usage Policy

As approved by the General Manager,
and incorporating all changes through:

13 January 2011

*(Note that, in this policy, the masculine shall include the
feminine and the singular shall include the plural)*

Revision History

Date	Revisionist	Summary of Changes
28 January 2005	WCRI	Policy Adoption
10 April 2007	Laura Reidel	Title page changed to reflect General Manager's jurisdiction over this policy.
13 November 2007	Cary Hubbard	Remove access to space by non WCRI groups
13 January 2011	Cary Hubbard	Added Introduction; Removed Definitions section; Complete policy re-write; Removed reference to the Access Agreement and the Agreement itself; Updated procedures to reference Fee and Fine Policy

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)
2. (1)	Security and Access		
3.	Alcoholic Events		
9.	Fee and Fine		

INTRODUCTION

As WCRI works to support the development of a community atmosphere within the Co-op, the Weavers' Arms space has been established as a central meeting and social space for WCRI resident members. This document establishes the policies and related procedures for member use and maintenance of the space.

POLICY

1. The Weavers' Arms space is available to WCRI groups for WCRI events only.
2. (1) Weavers' Arms is a secure area of the Co-op; access to the space will be granted in accordance with the current *Security and Access Policy* and only when appropriate booking procedures have been followed.

(2) Failure to book the space for a particular event may result in an inability to access the space for that event.
3. Any use of alcohol in Weavers' Arms must abide by all applicable laws and regulations, including WCRI's current *Alcoholic Events Policy*.
4. All persons using the space must ensure that it is returned to its original condition at the completion of the event (e.g., all garbage and recycling removed; no damage has been caused; all assets are in the space).
5. Failure to follow this policy and its related procedures regarding the use of the space may result in denial of future rights to book and access the space, as determined by the General Manager or delegate.

PROCEDURE

Booking the space

6. (1) Members must speak to the General Manager or delegate in advance of their event to reserve the space.

(2) If the space is available on the date and time of the event and the member has not had any previous violations of this policy and its related procedures, the space will be reserved for that event.

(3) If the member has had previous violations of this policy and its related procedures and the General Manager or delegate has made a decision to deny future rights to book and access the space, the member will not be able to book the space for the event.

Responsibilities for those using the space

7. All members who book and use the space are responsible for:
 - Unlocking and deactivating the Weavers' Arms alarm;
 - Keeping the alarm code secure;
 - Supervising the event and remaining present for the duration of the event;
 - Ensuring proper clean up of the space at the completion of the event;
 - Locking and reactivating the alarm following the event; and
 - Immediately returning the key to the space to the WCRI Office.

Restrictions regarding the use of the space

8. Smoking cigarettes or using any illegal substance is prohibited in Weavers' Arms.

Charges for improper use

9. If the space is not properly cleaned after an event, if damage is caused during the use of the space, or if assets are removed, the General Manager or delegate will issue fines in accordance with the current *Fee and Fine Policy*.