

Waterloo Co-operative Residence Incorporated

Weavers' Arms Usage Policy

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

13 November 2007

*(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

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)

DEFINITIONS

- “The space formerly occupied by Weavers’ Arms Pub” is interchangeable with “the space” and “Weavers’ Arms” in this policy and procedure.

POLICY

1. (1) In order for the space formerly occupied by Weavers’ Arms to be used, the procedures outlined by the General Manager must be followed.

(2) The space formerly occupied by Weavers' Arms is accessible to WCRI groups for WCRI events only.

(3) The General Manager or delegate shall not permit an individual not listed in **1.** (2) to gain access to the space formerly occupied by Weavers' Arms.

2. (1) The General Manager or delegate shall cause all individuals granted access to Weavers' Arms to enter into written agreement with WCRI.

3. Any use of alcohol in Weaver’s Arms must abide by all applicable laws and regulations, including WCRI’s *Alcoholic Events Policy*.

4. The General Manager or delegate shall not permit Weavers' Arms to become cluttered, unkempt or in disrepair.

PROCEDURE

How to book the space

5. (1) Members must speak to the General Manager or delegate to request access to the space. If the General Manager or delegate approves the request, the member(s) must sign the Weavers’ Arms Access Agreement and make arrangements for key pick-up and drop-off.

Responsibilities of those who use the space

6. All signatories to the Weavers’ Arms Access Agreement are responsible to:

- a) Unlock and deactivate the alarm in the Weavers’ Arms,
- b) Supervise the event and remain present for the duration of the event,
- c) Ensure proper clean up of the space,
- d) Lock and reactivate the alarm following the event, and
- e) Immediately return to the WCRI office the key to the space.

Restrictions on those who rent and use the space

7. Smoking cigarettes or using any illegal substance is prohibited in Weavers’ Arms.

8. If the space is not properly cleaned up after an event in, or use of the space as specified by the Cleaning Inspection Form (Appendix A), the person will be fined by the General Manager or delegate, and any further use of the space will require a \$100.00 refundable deposit.

9. Any person who uses the space must not divulge the Weavers' Arms alarm code to anyone.

Appendix A: Weavers' Arms Access Agreement

If a member requires access to Weavers' Arms for a scheduled event, the following conditions and procedures must be met. Please note that requests for access will not automatically be provided; approval from the General Manager may be required first.

I, _____, hereby agree to take full responsibility for:

- Unlocking and de-activating the alarm Weavers' Arms for the event noted below.
- Supervising the event, and being present for the duration of the event.
- Ensuring proper clean up, and meeting the post-event inspection cleaning standards.
- Locking and reactivating the alarm following the event.
- Returning the key to the WCRI office immediately following the event.

I understand that WCRI policy prohibits the sale or service of an alcoholic beverage or part thereof unless such sale or service is in full accordance with all applicable laws and regulations.

I understand that smoking cigarettes and smoking or use of other illegal substances in indoor common areas such as Weavers' Arms is prohibited at WCRI.

I understand that if the cleaning inspection does not meet the standards required for the **privilege** of using Weavers' Arms and a cleaning crew is needed, then I will be **fin**ed accordingly. At that point any further use of Weavers' Arms will require a \$100.00 refundable cash deposit (see standards on reverse side).

I agree:

- To abide by all applicable WCRI policies as well as applicable laws and regulations.
- To act honestly and in good faith with the best interests of the Co-op in mind.
- To exercise the care and diligence that a reasonably prudent person would exercise in comparable circumstances.
- I will not divulge the Weavers' Arms alarm code to anyone.

Name/ nature of event: _____

Date: _____

Name of person signing out key: _____

Signature: _____

WCRI room number: _____

Phone number: _____

Date key signed out: _____

Date key returned: _____

Weavers Arms Access Cleaning Agreement Cleaning Inspection

<p><u>Bar Area:</u></p> <ul style="list-style-type: none"> - Wipe counter tops clean with solution - Sweep/mop beside bar 	
<p><u>Behind Bar:</u></p> <ul style="list-style-type: none"> - Sweep and mop behind bar (rinse mop head and bucket with hot water when finished) - Clean out fridges/freezer (remove food) - Clean and empty sink - Personal items not left behind 	
<p><u>Tables and Chairs:</u></p> <ul style="list-style-type: none"> - Put furniture back into orderly fashion (no stacking) - Make sure tables are wiped clean with cleaning solution 	
<p><u>Floors:</u></p> <ul style="list-style-type: none"> - Vacuum carpets 	
<p><u>Garbages:</u></p> <ul style="list-style-type: none"> - Take out all garbages - Replace garbage bags 	
<p><u>Pool table/ other permanent furniture:</u></p> <ul style="list-style-type: none"> - NOT damaged - NOT moved from original position 	
<p><u>Bathrooms:</u></p> <ul style="list-style-type: none"> - Floors must be clean- swept and mopped - Clean sinks, counters, and mirrors - Fill soap, paper towel and toilet paper dispensers - Empty garbage - Stalls/toilets must be clean and usable 	
<p><u>Outside:</u></p> <ul style="list-style-type: none"> - Check outside for any bottles or garbage left behind and pick up - Sweep up cigarette butts outside doors - Take down posters from front doors 	

For Office Use:

Deposit received Yes / No / N/A

Deposit refunded Yes / No / N/A

Inspection by: _____

Date: _____

Signature: _____

Fines assessed: _____