

Management Directive No.:	ME10
Management Directive Name:	Common Room Use
Date Approved by CEO or Designated Person:	August 7, 2013
Date revision approved by CEO or Designated Person:	December 5, 2018
Related SOP, Management Directive, Board Policy, Forms	Schedule A – ME10 Common Room\Community Building Booking Form Schedule B- ME10 Common Room\Community Building Use Agreement

Policy Statement:

Kawartha Lakes Haliburton Housing Corporation (KLH Housing Corp) is committed to the provision of safe and affordable accommodations to suit the needs of the tenants. KLH Housing Corp. supports and encourages the use of common rooms/community buildings by staff, tenants and outside agencies or organizations. The purpose of this policy is to keep the building, equipment and property secure and to ensure that safe and equitable procedures are in place for all.

Scope:

Though it is impossible to totally eliminate the instances of liability issues, this policy is intended to limit any occurrences of liability issues.

In order to protect both the corporation and those who use the common rooms/community building any event booking which restricts other tenants from participating in a common room or community building event will be considered a “private” event and will require proof of “event” liability insurance.

KLH Housing Corp. does not endorse any organized activities not conducted by KLH Housing Corp.

Procedure:

1. All bookings will be received by the Customer Relations Representatives (CRR's) and forwarded to the designated staff person who will then follow up with each booking to ensure all the necessary information is received. (Schedule A - Common Room/Community Building Booking Form).

2. All common room/community building bookings should be received a minimum of three (3) weeks prior to the actual date of the event in order to complete all paperwork and to ensure approval and receipt of valid proof of liability insurance where required.
3. Bookings will be received on a first come first served basis. Any bookings which are recurring will need to be renewed and updated on a yearly basis and include updated proof of liability insurance where required.
4. The following options are available for tenants who are planning a private event where proof of “event liability insurance” is required:
 - A tenants own private insurance provider
 - SoHo Insurance – Tenant Insurance Program
 - Housing Services Corporation – User Group Insurance Program for Liability Insurance
5. A Common Room/Community Building Use Agreement (Schedule B) which outlines in detail rules and responsibilities for using the common room/community building must be completed and signed. Proof of liability insurance where required must be provided before the booking is confirmed.
6. The designated staff will update the KLH Housing Corp. Common Room booking calendar.
7. Upon receipt of the completed agreement form and proof of liability where required, the designated staff person will confirm the booking with the applicant. A notice will be produced and sent to Housing Maintenance Request to be posted on the bulletin board.
8. A copy of the signed agreement and proof of valid liability insurance, where required, will be uploaded to the calendar and the original filed in Common Room/Community Building bookings held by the designated staff person.

Revision History:**Proposed Date of Review:** December 2020

Revision	Date	Description of changes	Requested By
v1		Initial Release	
v2	Dec 2018	New template format	CEO