

# Procedure for Booking the Common House

(extract Res Assoc minutes Sept 2005)

**The primary purpose of the Common House is for residents to socialise and for them to use as an extension of their own living rooms. Any events should be designed to include residents as much as possible and follow these guidelines.**

- 1) The event should be open to all residents. For example, if it's Georgian Singing, then it's open to all those who want to join in.
- 2) Whilst the event must be available to all residents, the resident taking responsibility for the event may stipulate a reasonable maximum number of participants and/or a closing date by which residents and others must indicate to the organiser that they will be attending.
- 3) A contribution for the use of the building to cover costs of lighting, heating, dishwasher etc is voluntary and payable to the Residents Association (or to a charity like the Cohousing Network of US)
- 4) The event should not be related to residents' own businesses or to commercial money making events. There should be no entrance charges apart from 10) below
- 5) An adult resident must take full responsibility for the whole event including prompt finishing time, clearing up and being present during the event to sort out problems. Booking times to include cleaning and preparation. Suggest 1 hour allowed on the end for tidying and cleaning.
- 6) A calendar (diary) showing confirmed events will be on the noticeboard and on the Wiki. The resident responsible for the event should fill in the calendar as soon as it is confirmed.
- 7) Notices should be posted on the outside of all the doors of each floor being used for a booked event. Those spaces are then reserved for the booked event and, where numbers have been limited, to those who have indicated to the organiser that they will be attending.
- 8) **To make a booking**, a resident circulates the proposal by email and on the notice board; if no objections are received after 2 weeks it can go ahead. If there is 1 objection it must go to the next Residents' Association meeting for a decision. Booking is on a 1st come basis or by negotiation.
- 9) Catering, if necessary: non-residents should bring their own (only vegetarian) food, tea and coffee; Common House utensils, cleaning materials and dishwasher can be used.
- 10) Money can be collected to pay outside facilitators/leaders eg a singing teacher but only collect enough to cover costs.