

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: USE OF COMMON AREA**

**Applies to:** Management and Tenants

Original Effective Date: March 27, 2023

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Replaces Procedure Dated: NA

### **PROCEDURE**

#### **Community Room**

1. Tenants or outside groups submit a written or email request to the Building Manager outlining the reason they are requesting to use room for a private function.
2. The Building Manager assesses the use and availability and provides tenants with reasonable access if possible.
3. The Building Manager and tenant complete a Pathway's Room-Building Usage agreement.
4. All users of the community room will request permission to consume alcohol, if applicable, from the Building Manager and will comply with all British Columbia liquor laws.
5. Private parties maybe charged a damage or cleaning deposit. The deposit maybe refunded if the room is free of damage and clean.
6. The Building Manager posts prescheduled regular room use.

#### **Laundry**

1. Tenants follow daily restrictions on laundry room usage and are diligent in attending to their laundry in a timely manner.
2. The Building Manager ensures laundry hours are adhered to and removes any items left in laundry rooms for more than 24 hours.
3. Tenants keep laundry room clean and tidy and report machine failures and issues directly to the Building Manager.

#### **Outdoor Areas**

1. Tenants are held responsible for their actions in all outdoor areas and are required to be respectful of others regarding excessive noise, child supervision and all outdoor activities.
2. Tenants or tenant guests refrain from rollerblading or skateboarding on the property.
3. Tenants, children and guests avoid loitering or playing in parkade areas or driveways.