



SEPTEMBER 6, 2015

SAC GOVERNANCE MANUAL

APPROVED COPY

SOCIAL ACTIVITY COMMITTEE
NEILL-WYCIK CO-OPERATIVE COLLEGE INC
96 Gerrard Street East, Toronto, On, M5B 1G7




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Our Vision is...

To provide our members with basic lifestyle facilities, events and educational programs that will encourage them to remain at Neill-Wycik for the entire time they live here.

Our Mission is...

- 1. To understand the basic lifestyle needs of our Co-op members.**
- 2. To continually provide our membership with the facilities, events and social & educational programs that will contribute to the community and increase their commitment to Neill-Wycik.**

The Purpose of this Document:

This document is to establish operating policies and processes that will ensure SAC runs as an effective operating committee of the board. SAC will be able to function effectively with a minimum amount of direction from either the board or management. However, if an occasion arises the Board can override the committee.

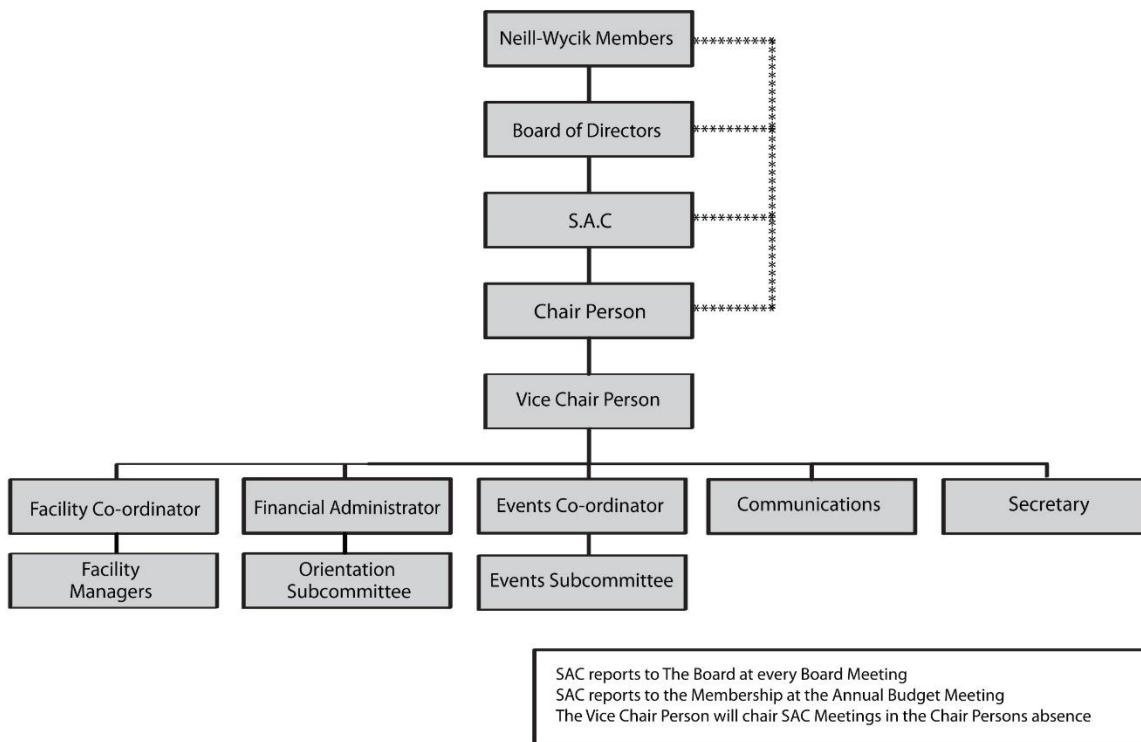
Introduction The social activity committee (SAC) is a committee of the Board of Directors charged with the responsibility of administering the co-op's lifestyle facilities, social and educational events.

SAC is chaired by the Vice President of the Board who is solely responsible for all communications between SAC and the board of directors.

SAC fees will be collected monthly with rental payments. If rent is paid by term, SAC fees will be collected by the term (4 month periods). These funds are used for the development of social activities and maintenance of facilities within the co-op.

SAC's management committee provides the board of directors with a yearly operating budget and recommendations for constant improvement of our builds social amenities.

Neill-Wycik Social Activity Committee Structure



Definitions

Governance The dictionary defines governance simply as: "a method or system of government or management."

Exigent circumstances means a situation or circumstance that requires immediate action.

As a committee member at Neill-Wycik, you are responsible for governing and operating Neill-Wycik's social activities and facilities. Your obligation is that of providing and insuring that a mission and vision for Neill-Wycik are established and maintained.

As a committee member you will spend most of your time engaged in the development of strategic plans for the co-op. You will not be required to become involved in the day-to-day operational processes of the co-op.

As a committee member you will also commit to updating this Governance Manual on an ongoing basis.

I. MANDATE

The Social Activity Committee (SAC) had been created to liaise with individual members, facility managers, clubs and committees and external agencies and from them, solicit and obtain assistance in the organization of community development projects.

The Social Activity Committee is standing committee of the Board of Directors and reports directly to them.

All permanent correspondence of the SAC will be on file in the Committee Office.

II. MEMBERSHIP

a) The SAC executive will meet twice a month and can have emergency meeting when the need arises.

b) The maximum number of members will be nine, including one person who shall be a member of the Board of Directors appointed to the SAC for the purpose of representing the Board and reporting on activities of the committee to the Board. The committee will elect an Administrator, Events Coordinator, Facilities Coordinator, Communications Coordinator, Secretary, one Community Assistant (CA) liaison and 2 additional general committee members shall be elected. Quorum is 50% of current sitting committee membership, which is not be less than 3 members, dependent on the total committee. The Executive shall consist of the Chair, Events Coordinator, Facilities Coordinator, Administrator and Secretary:

c) To become a SAC member, an individual who is a member in good standing of the co-operative must attend three consecutive meetings, submit a letter of intent to the chair and then be approved by a majority vote at a meeting of the SAC which has obtained quorum. The SAC reserves the right to waive the three meeting requirement depending on the circumstances. Following this, the Board of Directors must ratify the vote before the member is officially a SAC member.

d) Individuals lose SAC membership if they miss three consecutive meetings without due notification or if the member misses 25% of SAC meetings in a year which shall be evaluated at the discretion of the Chair. If SAC members fail to comply with duties and responsibilities found in this governance, the member can and may be removed at the discretion of SAC or the Board of Directors.

e) Dismissal of Committee Members - The failure of a Facility Manager to follow guidelines as described in this document can result in the dismissal/removal of Committee Members or Facility Managers by either the SAC or the Board of Directors. In order for a member to be removed at the committee level discussion will occur at a SAC meeting and then a first warning letter shall be issued from the Committee outlining that the individuals' performance is being questioned. Pursuant to this, a second letter shall be issued stating that the dismissal is impending. Further to this, the dismissal shall then occur. The SAC does have the ability to over-ride the above process if necessary. Regardless, the SAC Member shall be notified in writing of their dismissal.

iii. The Role of Every Committee Member:

- Always voice your opinion whether you are for or against any item/issue being discussed
- Always follow the Speaker's list maintained by the Chair, or Communications Officer.
- Never discuss issues brought up to or by someone at the Committee with people outside the Committee. The Chair will inform the Board during the SAC Report.
- Confidentiality of all Committee Proceedings must be maintained at all times. Especially important to matters deemed Confidential or Sensitive.
- Always give regrets if you cannot attend a meeting, Email the Communications Officer or any member of SAC.
- Endeavour to always show up on time for the meeting.
- Respect both the Decision(s) of the Chair, and Committee and never give dissenting opinion outside of the Meeting Environment.
- Endeavour to offer solutions to problems rather than just the problem wherever, and whenever possible during the Committee meeting,

iv. Executive

The Social Activity Committee Executive consists of the chairperson, the administrator, the Events Coordinator, the facilities Coordinator, the Communications Coordinator and the secretary, the CA liaison and 2 general committee members. Each of these positions is made up of a single individual selected from and by the committee members.

(1) Role of the CHAIRPERSON

Duties:

- Give a report to the Social Activity Committee as to any feedback the Board has made as a result of any SAC Report given to the Board
- Always support the Committee's' Decision in the Board Room - there is always ample time and opportunity to present any dissenting opinion on any matter discussed by the Social Activity Committee during the meeting where the issue(s) are discussed prior to any decision being made.
- Chair all meetings where there is no Conflict of Interest for the Chair
- When and if a Conflict of Interest arises - follow By Law 34 Article 3.1 "Procedures When There Is a Conflict of Interest"
- Ensure that when unable to chair meetings notify the Committee in advance of the meeting, and a Chair for the evening can be appointed by the Committee.
- Draft all Meeting Agendas three days prior to the Meeting, and ensure the Communications Officer has been given a copy to post in a timely manner.
- Ensure the Communications Officer has received a complete copy of the SAC information package three days prior to the meeting for a timely delivery to the Front desk for SAC members to sign for and receive. Especially important during the Budgeting Period, and all meetings with a long Agenda.
- Ensure a "Speaker's List" is maintained throughout all Social Activity meetings.
- Ensure meetings run on time wherever, and whenever possible - even if it means postponing certain Agenda items until another Social Activity meeting is held.
- Should any extraordinary circumstances arrive that require the Board and or General

Manager to be apprised of. The first line of Communication will always be to the President of The Board, and the SAC Communications officer will be apprised of this as soon as time permits.

- **Exigency:** The Chair shall exercise discretionary powers on behalf of the Committee in the event of exigent circumstances. Subsequent to which the Chair will report to the Committee at the earliest opportunity the decision.

(2) Role of the Financial Administrator

Duties:

- To meet in between Regular Committee meetings with the Financial Administrator of Neill-Wycik Co-operative College Inc., and review the all the accounts of the Social Activity Committee.
- Prepare and give at least a monthly financial report to The Social Activity Committee outlining any issues such as accounting errors, and Budget Targets. It should be generally understood that circumstances may require more frequent reporting. Such circumstances could be annual budgetary planning of the Committee.
- Ensure a copy of the Report is submitted either to the Chair, of Communications Officer **3** days prior to the Scheduled Social Activity Committee meeting.

(3) Role of the Facility Coordinator

Duties:

- Schedule and hold Quarterly Meetings with all Facility managers to address concerns put forward by the Social Activity Committee, Facility Co-ordinator, and Facility Managers
- Recruit, train and motivate facility managers so that operating plans, budgets and facility improvements reflect the best interests of our membership
- Provide Facility Managers with quarterly updates on their accounts, and to be prepared to provide information when requested
- Meet with individual Facility Managers on an AD Hoc basis to address issues brought forward by either the Facility Manager, the Social Activity Committee, or the Facility Co-ordinator to ensure the smooth operation of the Facility.
Conduct random walkthroughs of each facility for issues of cleanliness, and to ensure all equipment necessary to operate the Facility is generally in good working order.
- Report such deficiencies, issues, or General good condition of the Facility to the Facility Coordinator, and the Social Activity Committee. Reporting to a Facility Manager that everything looks fine, and “Good Job.” will go a long way to building trust, and cooperation. The Facility Coordinator is responsible for providing the Administrator with the facilities budget requirements in preparation for the upcoming year's budget plan
- To keep a master list of all inventory in the facilities and develop plans for future replacement.
- To ensure that all policies pertaining to facilities are strictly followed. (Facility User Agreement, Facility Managers Agreement, Facility Abuse Policy, etc.)
- To be that arbitrator in incidences where the facilities abuse policy is implemented
- To ensure that each facility host an orientation event for new members and each facility will host events annually designed to encourage member participation in the facility

(4) Role of the Communications Officer:

Duties:

- To ensure the timely posting of Meeting Agendas.
- To ensure all written communications are reviewed, and delivered in a timely manner.
- To keep a record of all such communications in a file, and bring them to every meeting of the Committee.
- To have maintain a schedule of meetings, and events in a SAC Calendar shared with all Committee members where they have access to the Calendar. (Useful for scheduling Committee Events like Outings, or Appreciation Dinners.) When we agree on a time and date for such an event add it to the Calendar during the meeting, and send out the invitations.
- Email SAC Announce three days prior to the meeting to remind Committee members of the Time, Date, and location of the meeting
- To conduct member opinion surveys as needed or directed by the committee
- To contribute to the Neill-Wycik newsletter updating members with the upcoming events sponsored by SAC
- To provide members with forms/applications for submission to SAC funding
- To co-ordinate and prepare the newsletter

(5) EVENTS CO-ORDINATOR

Duties:

- To liaise with Members and or Community Assistants to ensure the following:
 - They have completed the Events Proposal Form Prior to presenting their proposal
 - They have planned to request Security Presence where necessary (Alcohol based events, etc.)
- Ensure that for Food based events our Food supplier has been utilized where possible. (e.g. pre planning for summer, and fall B.B.Q events)
- That all posters have been reviewed and meet the SAC poster policy prior to being posted. Even though C.A's review their own postings a copy should still go to the Events Coordinator prior to being posted.
- Give monthly written reports to the Social Activity Committee as to the success, deficiencies, or other relevant information as to how the event(s) for the month have unfolded.
- To co-ordinate and chair the 'orientations committee', which is responsible for planning and implementing co-op familiarization events in September and January. There are no orientation events scheduled for May due to the small number of new members moving into the building
- To co-ordinate and chair the Events Committee, which is responsible for planning and implementing regular monthly events throughout the year
- Primary author of the yearly SAC events calendar. This will include a list of potential events that will reflect the diverse needs of our members. The scheduling of these events, times and dates will be supervised and approved by the Events Coordinator

- To provide members with timely information regarding upcoming events and how they can participate in such events
- To assist special interest groups with the development of event/facility proposals. The events Coordinator will ensure the completeness of all proposals before presenting them to the committee for consideration
- To act as a planning resource in co-operation with the CA liaison and members and to ensure that these events are delivered in a timely effective manner
- To ensure that all policies pertaining to events are strictly followed (alcohol policy, room user agreement, etc.)

(6) SECRETARY

Duties:

- To ensure meeting place is booked with security and to obtain key to that room prior to meeting
- Takes minutes and ensures the maintenance of all written records of the committee including minutes, letters, other documents etc.
- Ensures timely distribution of minutes and other pertinent documents to the committee
- To organize and facilitate the operations of the Committee Office

(7) CA LIAISON

- To act as the information conduit between SAC, the membership and the CA's
- To provide CA's with information about upcoming SAC events and the potential MCP hour contributions available through SAC
- To ensure activity and event boards are up to date

(8) GENERAL COMMITTEE MEMBERS

- To attend all meetings and actively participate in discussions
- To provide input in meeting the needs of the members of Neill-Wycik
- To be prepared to temporarily occupy other SAC positions as required

(9) FACILITY MANAGERS

Duties:

As outlined in each Facility Manager's Agreement, Appendixes 1 - 16 No Facility Manager may operate two (2) different facilities at the discretion of the SAC.

(10) Orientation Committee

- This an Ad Hock committee which reports to SAC
- Shall consist of interested members who help plan and execute the Orientation Events
- Orientation sessions will be hosted by SAC Orientation Committee members in conjunction with CA's, the CDC and housing

- Orientation sessions shall focus on what a Co-op is, what the SAC is, the facilities we offer, promote and gain feedback for future events, offer information about the MCP program, how to get your hours completed, what your CA is, the responsibilities of a co-op member etc.
- The Committee shall plan and host all orientation events (ex. Steamer party, Pub Nights, BBQs, dinners, movie nights etc.)
- Attend all Orientation Committee meetings

(11) Events Committee

- This a standing Committee which reports to SAC.
- Shall consist of at least one representative from floors 2 thru 8 (7 members) and 1 member for floors 9 & 10, 11 & 12, 13 & 14, 15 & 16, 17 & 18, 19 & 20, 21 & 22 (7 people)
- Members be selected from the floors
- The Events Committee shall meet once per month where events will be planned and carried out by involved committee members both on floors and building wide
- These members shall work in conjunction with the CA's
- Members shall be required to attend one meeting per month to plan events.
- Acts to encourage social interaction on the floors

IV. FINANCES

A SPENDING AUTHORITY:

The SAC administers the social activity fees collected by the co-op.

i) Budgeted Items

The SAC will approve all budgeted items. All expenditures over \$2,000.00 will be approved by the Board of Directors.

ii) Unbudgeted Items

The SAC will approve all unbudgeted items not exceeding \$2,000. All other Capital Expense, Facility upgrades will be approved by SAC and subject to approval by the Board of Directors.

iii) Reserve Fund

All reserve fund expenditures over \$2,000.00 will be reviewed by SAC and subject to approval by the Board of Directors.

V. CDC Contingency Spending:

The Community Development Coordinator will have a contingency fund for discretionary spending of \$150.00. When this discretionary spending is used all documentation is to be provided to the SAC Financial Administrator.

B BUDGET GUIDELINES:

- i) The social activity fund expenditures will not exceed social activity fee revenues in a given year.
- ii) The SAC will provide financial statements to the Board of Directors on a regular basis as well as present the appropriate reports at general meetings.
- iii) If a facilities operating budget is not completely used as of the end of the budget year, the unused funds will go directly into SAC Reserves. The capital expenditure budget shall be spent by the end of the budget year, if not the funds shall remain in reserves.
- iv) SAC will follow all the established corporate budgeting timetable and procedures.
- v) Ten per cent (10%) of SAC revenues will go to the Social Activity Reserve Fund.

C FUND ACQUISITION

- i) All funds for the facilities governed by the Social Activity Committee will come from the social activity budget. In the case where an activity or facility generates any inflow of cash it will be given to the committee to be deposited in to that facility or activities account that generated the fund.

iii) Equipment Selling Policy

- a. A facility manager wanting to sell a piece of equipment from their facility must first approach the SAC. An outline must be handed to the SAC answering the following questions: -what facility is involved -what they want to sell -why they want to sell it -what is its replacement value -how much do they want to sell it for.
- b. The SAC will set a minimum selling price. No equipment will be sold below this range without the SAC authorizing the sale.
- c. All equipment sold must be advertised first in Neill-Wycik to inform members of its availability
- d. This advertising ensures all members have a fair and equal chance to purchase the used equipment.
- e. All funds raised from the selling of the equipment must be turned over to the SAC. A report will include the selling price and name of the purchaser. The SAC Administrator will ensure the proper account is credited.

D LARGE PURCHASE ITEMS GUIDELINES:

For purchases over \$150, a proposal must be submitted to the SAC at least 48 hours before a meeting. Included in this proposal should be three quotes from suppliers. Out of these three, one supplier should be recommended to SAC.

How to pick the best supplier:

Does the supplier have the best:

- product price (not necessarily the lowest bid),
- warranty,
- delivery
- service, etc.

With this information, SAC can then decide on the most appropriate supplier.

E REIMBURSEMENT OF FUNDS-CHEQUE REQUISITION:

STEP 1

An Expense Report shall be provided to the designated person upon approval of spending (*See Appendix 8*). On this sheet record:

- i) What has been purchased? If more than one item has been purchased, a breakdown of these items needs to be listed.
- ii) If funds were not received in advance, indicate what account the money is being taken out of. If unsure, ask the Administrator.
- iii) To whom the cheque is being made to, unit number or address it is being sent to.
- iv) Print your name and sign expense report where indicated.

STEP 2

If the cheque is needed for a specific date, indicate this on the expense report. Expense reports should be submitted one week in advance.

STEP 3

Attach all receipts to expense report and submit to the Administrator or Accounts Payable staff person. Receipts must be originals. If you have any cash remaining you must hand in this cash to the Accounts Payable person within 3 days after hosting the event or making the purchase.

NOTE If you have been advanced funds, do not spend more unless you have received committee approval.

S.A.C. Cash / Cheque Advance Policy

Cash / Cheque advances are issued to Facility Managers for the purpose of purchasing items for S.A.C. facilities and to Members of S.A.C. or CAs to cover expenses related to clubs, committees and /or events.

It is important to note that any advances not cleared within 60 days of the date of issue may be subject to collection by means of a member account charge.

S.A.C. Facility Expenses

Cash / Cheque advances for facility expenses are to be limited to Facility Managers who are unable to pay in advance for S.A.C. approved facility purchases. All advances must be authorized by a S.A.C. motion at a duly called meeting. All advances require the submission of receipts within 60 days of the advance.

PROCEDURE

- Once S.A.C. has approved the cash / cheque advance by a motion, notice will be forwarded to Accounts Payable for processing. Once the cheque has been signed / cash is ready for pickup, Accounts Payable will contact the member by email or telephone to arrange pickup. Advance cheques / cash cannot be released without signing the "Advance Money Agreement" form. The cheque / cash will be accompanied by the "S.A.C. Expense Report" form to be used later to report all expenses incurred. Cheque / Cash will be issued within four (4) business days.
- Upon completion of the purchase(s), return any remaining funds along with any related receipts to Accounts Payable. Complete the S.A.C. Expense Report form, attach all receipts to the back of the form and return the form to the office within 60 days of the advance. Receipts must be from recognized businesses.
- Amounts in excess of the approved amount of the cash / cheque advance cannot be reimbursed without a further motion from S.A.C.

CA Club / Committee Expenses and Event Expenses

Cash / Cheque advances for CA Clubs or Committees and / or approved events are to be limited to CAs / Event Organizers who are unable to pay in advance for S.A.C. approved purchases. All advances must be authorized by a S.A.C. motion at a duly called meeting. All advances require the submission of receipts within 60 days of the advance.

PROCEDURE

- Once S.A.C. has approved the cash / cheque advance by a motion, notice will be forwarded to Accounts Payable for processing. Once the cheque has been signed / cash is ready for pickup, Accounts Payable will contact the member by email or telephone to arrange pickup. Advance cheques / cash cannot be released without signing the "Advance Money Agreement" form. The cheque / cash will be accompanied by the "S.A.C. Expense Report" form to be used later to report all expenses incurred. Cheque / Cash will be issued within four (4) business days.
- Upon completion of the purchase(s), return any remaining funds along with any related receipts to Accounts Payable. Complete the S.A.C. Expense Report form, attach all receipts to the back of the form and return the form to the office within 60 days of the advance. Receipts must be from recognized businesses.
- Amounts in excess of the approved amount of the cash / cheque advance cannot be reimbursed without a further motion from S.A.C.

EXPENSE REPORT (SAC Advance Cheque)

EXPENSE REPORT (SAC Advance Cheque)

[illegible]

Please staple or tape receipts on the back of this form

Total Cost _____

Total HST

Amount of Cheque received: \$ _____

LESS: Total cost of event: \$ _____

Unused funds amount: \$ _____

Returned Unused Funds: \$_____

Print Name: _____

Signature: _____

Date: _____

ADVANCE MONEY AGREEMENT (SAC)

TO: _____

UNIT: _____

CHQ#: _____

AMOUNT _____

EVENT\EXPENSE: _____

EVENTDATE: _____

NOTES:

1. An expense report **MUST** be returned no later than **ONE WEEK** after your event/function. This expense report will include all receipts as well as any left over monies.
2. Expenditures that have no receipt will **NOT** be reimbursed. (i.e.: you will have to pay this out of your pocket).
3. All receipts should have a date and a short description of what the item is.
4. You may not spend more money that allocated on the cheque given to you - you will not be reimbursed for the money spent above the amount on the cheque.
5. The money you receive is for your event **ONLY**. If your event is cancelled or you do not spend all of it, you cannot give it to someone else for another event.
IT MUST BE GIVEN BACK TO THE OFFICE.
6. Expense receipt form must be completed before submitting to the office.
7. Advance monetary funding must meet the requirements according to Neill-Wycik By-Law 34, Schedule "A" Article 4.

SIGNATURE OF RECEPIENT: _____

PRINT NAME OF RECEPIENT _____

DATE: _____

v. FACILITIES POLICIES

A FACILITIES-BRIEF DESCRIPTION AND OPERATION

The Neill Wycik Facilities are under the operation of and funded by the Social Activity Committee. These facilities include:

▪ Games Room	▪ Computer Room
▪ Games Closet Inventory	▪ Hanke Lounge
▪ Music Room	▪ Makers Space
▪ Gardens	▪ Sewing Room
▪ Gym Facility	▪ Steamer and AV System
▪ TV Room	▪ Woodshop

Facility Managers and Co-Facility Managers man most of these facilities. Facility Managers are members in good standing who volunteer their time to maintain a facility and orient new member to the proper use of that facility. A current listing of the Facility Managers can be obtained from the Facility Co-ordinator or from the Main Office. Most facilities require an orientation in order to be used. Orientations may be obtained from Facility Managers. This ensures no one gets hurt while using the facility and helps control proper usage of the facility. Some facilities may require prospective users to have certain skills due to the nature of the activities involved. The Facility Managers shall determine such prerequisites and require members to attend orientation or instructional sessions before being admitted to a facility.

B INTENDED USE:

Neill-Wycik Facilities are governed by the Social Activity Committee and are available for recreational and educational purposes.

Utilizing the facilities to operate a personal business is prohibited.

C. COMMON FACILITIES

Room bookings for parties or events **MUST** be done through Security at the front desk. **A member may under no circumstances book a facility for non-co-op uses without the prior consent of the SAC.**

Policies as set under the Room User Agreement must be observed. If two or more people wish to book/reserve these facilities, the member who has booked the facility first will have priority to use the facility. Members cannot book/reserve the Steamer for an event until she/he has left a cash deposit, or cheque and filled out the Room Use Agreement. Room Use Agreement forms can be obtained from the front desk/security.

The granting of approval to use the Hanke or the cafe for specific limited access events must be obtained from either the General Manager, Community Development Co-ordinator or Security Supervisor.

i) HANKE LOUNGE & TV Lounge

The Cafe is not available during the hotel season for SAC events without agreement from the Hotel Operations Manager.

ii) STEAMER

Can be booked out for parties involving loud music until 2:00 am. If alcohol is present, Alcohol Policy and Room Use Agreement (refer to Appendix 4, part 2 of the alcohol policy for this policy). All steamer events involving alcohol and requiring security must be booked at least 96 hours in advance of the event.

Can be booked out for parties involving food and music until 2:00am. Parties or even involving alcohol must have a Special Occasions Permit that is to be displayed in the room.

D. FACILITY CLEANING/DAMAGES

i) Room Bookings

The policies set under the Room Use Agreement are to be followed. Security will inspect facilities where room bookings occur prior to and following any event. This will ensure the room(s) is/are left undamaged and kept at an acceptable level of cleanliness. This will be recorded on the Room Use Agreement that is to be supplied by the room user. If rooms are found damaged and unclean then Security will instruct the user to pay for the damages done or to re-clean the room(s) to the acceptable standard by a set time. Failure to do so will result in the loss of the deposit and/or suspension from the use of the facility for six months and possible Board of Directors review.

ii) General Use

It is the member's responsibility to ensure that the facility is left clean and undamaged after use. If the facility is found unclean or damaged immediately prior to use then it is the member's responsibility to inform security who will in turn memo the Facility Manager and Facility Co-ordinator. Members also take full responsibility for their guests. The Facility Manager will bring to SAC's attention any member found to have misused any facility.

The Hanke and cafe are deemed to be common used facilities and therefore will be open to the use of all members at all times. From time to time both the cafe and Hanke lounge may be required for special events where in access to the facility will be limited for a specific period of time.

E. FACILITY ABUSE POLICY

This policy recognizes that sometimes mistakes are made and that the committee should have a certain amount of latitude in dealing with problems. It also recognizes that a single abuser can inconvenience a larger number of members and that sometimes more stringent measures must be considered.

1. KEYS

a) If a member fails to return a key in reasonable or proper time, this act will be made known to the Facility Co-ordinator, who will then send a warning letter to the offender. The letter will state the recognition of the offense and that further infractions will lead to a possible suspension from the facility.

b) Should subsequent infractions occur, the members will be subject to the following suspensions: 2nd infraction: suspension from facility for 1 month 3rd infraction: suspension from all facilities for 6 months 4th infraction: permanent suspension for all facilities

c) In the case of suspension privileges where a common facility such as the Steamer, roof decks or Cafe may contain equipment which otherwise requires approval from a facility manager, use of that facility shall not be denied to the suspended member provided that the member:

1. Not operate the restricted equipment,
2. Not initiate the use of that facility,
3. Not be otherwise excluded from the facility.

d) If a second infraction should occur with a facility other than the one subject to the original warning, the suspension shall apply to both facilities.

e) A member will under no circumstance be permitted to use any facility from which she/he has been suspended from, regardless of who has signed out the key.

f) Any member found to have signed out a key on behalf of a suspended member shall be subject to the same penalty suffered by the suspended member.

g) When the suspension has expired, the member must sign a new User's agreement and receive approval for access from the Facility Manager.

h) In the event that a member loses a facility key, the member must pay for the cost of replacement.

ii) DAMAGE AND ABUSE

Facility Abuse includes equipment or room damage, abusive behavior that impinges on the enjoyment or safety of the facility by others, disorderly conduct etc.

- i) **Any damage or abuse should be reported to Security and or the Facility Manger immediately.**
- ii) Security or the Facility Manager will notify the Facility Co-ordinator of the occurrence. The Facility Manager does have the authority to temporarily suspend a member if they are deemed to be abusing the facility or their privileges. In doing so, the Facility Manager must immediately notify the Facility Co-ordinator. The notification of suspension shall be given in writing and shall be delivered to the member by Security. The suspension shall then be addressed at the next SAC meeting.
- iii) The Facility Co-ordinator in conjunction with the Facility Manager will decide on the appropriate penalty for the infraction. The Facility Co-ordinator will act as arbiter in any meeting between the Facility Manager, and member who has incurred the infraction.
- iv) Any person with a second infraction will be required to appear before SAC to decide a suitable penalty and explain any mitigating circumstances that the committee may not be aware.

FACILITY MANAGERS AGREEMENT (Examine to determine what to keep/change)

1. Facility Managers must make members aware of the facilities, location, hours of operation and rules and regulations within the facilities
2. Any damage or abuse must be reported to the Facility Co-ordinator. In case of theft, a report should be made to Security immediately upon discovery
3. Facility Managers must promote facilities usage through advertisements, facility and written monthly contributions submitted to the co-op's newsletter.
4. The Facility Manager must host at least one orientation session for interested members per month. As part of this orientation process the Facility Manager may select someone to facilitate the training sessions. The Facility Manager may at his/her discretion determine whether new orientation sessions may be required due to the introduction of new members
5. As a Facility Manager you will be expected to submit a yearly operating budget no later than November 15 of each year. As part of this operating plan, recommendations for capital equipment expansion.
6. Facility Managers must attend the monthly facility managers meeting and provide updates, information about upcoming events or discuss any problems you may be experiencing. If the Facility Manager fails to notify the Facility Co-ordinator of not being able to attend a meeting for three times, they will be required to be called before the Social Activity Committee for a review of their performance.
7. All rules and regulations pertaining to the facility must be posted within the facility where members can easily view them. Facility Managers must make themselves available for members who need to contact them. Either a room number or a phone number is required to be on the facility manager's list, however it is preferred that both are available.
8. Facility Managers are encouraged to promote their facilities by hosting at least six events throughout the year, where applicable.
9. There may be occasions where a facility needs major repair. If the Manager cannot volunteer the time to complete the task or does not have the skills, s/he must obtain three quotes for the work. Before external quotes are obtained, maintenance must have indicated they cannot perform the work in a reasonable amount of time. The General Manager and Facilities Co-ordinator will short list all requests for quotation. The SAC will give final approval.
10. Managers must be familiar with the policies and procedures that govern the Social Activity Committee.

11. Managers are responsible for keys to their facility. Do not give the key to anyone. The key must be returned to the Facility Co-ordinator immediately upon the termination of this contract. If the key is lost, it may result in a charge. Loss of a key must be immediately reported to the Facility Co-ordinator, who will then issue a new one. Repeated losses will require the member to attend before the Social Activity Committee.
12. Closure of facilities must be reported to the Facility Co-ordinator. If a facility should be closed for an extended period of time, the matter must be brought to the attention of SAC.
13. Facility Managers are volunteer positions and their work will be recognized in the Member Contribution Program.
14. The Facility Manager agrees to abide by the above rules and regulations and any others that may be put into effect by the SAC or the Board of Directors.
15. This contract is valid for one year. Two weeks prior to contract expiration the Facility Manager must submit in writing a re-application for review. Should a Facility Manager position become open that position shall be advertised building wide and all interested parties are expected to submit an application or attend a SAC meeting to show their intent. If at any time the undersigned is found not to be fulfilling his/her duties, SAC has the right to remove the member from the position.

In case of an emergency with a facility, the Facility Co-ordinator will make decisions on behalf of SAC.

SAC Event Proposal Form

Name: _____ Room: _____ Cell Ph. _____

Name: _____ Room: _____ Cell Ph. _____

Name: _____ Room: _____ Cell Ph. _____

Name: _____ Room: _____ Cell Ph. _____

Description of Event:

Proposed Date(s) of Event: __Ongoing Event Immediately following the Steamer held on the Friday Evening Immediately prior to the event. _____

Budget for Events (use as much detail as possible):

Hours for volunteers, security etc.

Will any facilities be required? _____

Are you oriented for these facilities (if necessary)?

Yes

No

Note: if alcohol is involved, the event can only be held in the Hanke Lounge or Steamer and the cost of security and licensed servers must be included in the budget.

Are additional members required to assist in the event (describe the manner of assistance)? Security; Volunteers for Bar tending, and Members to help clean up after the event. Security may choose to volunteer their time if they wish to do so as their Member contribution hours "if they so choose". _____

Any other information:

Now that you have a proposal, you're ready to present it to SAC. Bring this form to the SAC meeting and present your proposal (you can get a friend to bring it to SAC if you can't make it).

The following is to be filled out at the SAC Meeting:

Date Presented to SAC Members: _____

Event Proposal:

Approved

Rejected

Motions Pertaining to Event Proposal: _____

How to Organize a Neill-Wycik Event

This is only for building-wide, one-time, non-alcoholic events. If you want to organize a club/committee or throw a floor dinner, your C.A. has separate forms that can help you with that. If you feel really ambitious and want to throw a Steamer Party contact SAC at x6006 and get the “Steamer Package” which outlines everything you need to do.

What to do:

1. Talk your idea over with your C.A. They will be able to help you figure out what the requirements of your event might be. Also, they might know if members have tried something like this in the past and if there might be some problems. If you can't find your C.A. - contact another C.A., or Melissa Wilkes in the Office
2. You've got an idea of what you need for your event. Now it's time to get some funding. The Social Activity Committee (SAC) budgets a lot for building events. Bring this form (all filled out) to a SAC meeting – the 1st and 3rd Sunday of the month.
3. Now you've got some cash, time to spend it. Just remember to keep all receipts (even for taxis if your club needs one). Also, you should book any needed Facilities with Security ~2 weeks ahead of time. If you need a Facility Orientation, tell SAC while you are at the meeting and they can help you out.
4. Remember to put up posters at least 10 days before the event. If you have the details arranged in time, contact the Newsletter and advertise your event in there.
5. Have fun at the event. Remember to put everything back once you are done and to keep a list of members who are getting their hours.
6. Got money left over? You have to give it back to the Office, along with all the receipts. SAC will give you a date to return all of this stuff (usually 1-2 weeks after your event). Also, now would be a good time to get a C.A. to put in the MCP hours of all the people who contributed (or you can give the list to SAC).

Appendixes 1 – 16

Facility Manager Agreements

- 1) Computer Lab
- 2) Games Room
- 3) Gym
- 4) Sewing Room
- 5) Steamer
- 6) Roof Decks
- 7) Wood Shop
- 8) Coffee Club
- 9) Barbeques
- 10) Gardens
- 11) Music Room
- 12) Makers' Space

Social Activity Committee Volunteer Agreement – Computer Lab Manager

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party for any reason. Neither party (i.e. Neill-Wycik Co-operative College or the Facility Manager) intend any employment relationship to be created either now or at any time in the future.

You are a volunteer

This position at Neill-Wycik Co-operative College is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of Neill-Wycik Co-operative College and you are not entitled to a salary or any other entitlements associated with employment. As a Facility Manager, you will be deemed to have fulfilled the requirements for the Member Contribution Program. S.A.C. reserves the right to alter any description for any Facility Manager at any time.

Duration of term

The duration of your term as Facility Manager shall be **1 year** from the date entered on this agreement.

Role description and details – Computer Lab Manager

- Maintain open and accessible lines of communication with the Social Activities Committee. This includes:
 - Attending meetings with the Facility Coordinator once per quarter
 - Getting approval from S.A.C. for **all** purchases, with the exception of ongoing operational expenses approved once per annum by the Social Activity Committee
 - Proposing an annual facility budget for consideration by S.A.C. and the membership
- Conduct proactive inspection, and maintenance (where able) of the equipment in the facility (i.e. delete user files, update software regularly etc.)
- Check and change toner and drum supplies, and return empties to the manufacturer.
- Ensure the cleanliness of the facility and its equipment.
 - Ensure the floors are cleaned once a month
 - Clean equipment regularly
- Provide facility orientation to members upon request
- Answer members' facility related questions
- Promote the facility with a S.A.C. approved poster with your facility email included on it.

Assistant:

- Maintain open and accessible lines of communication with your Facility Manager
- Provide orientations for members upon request.
- Answer members' facility related questions
- Ensure the cleanliness and functionality of the facility and its equipment.
 - Ensure the floors are cleaned once a month
 - Clean equipment regularly
- Conduct proactive inspection of the facility and its equipment, discuss/report necessary repairs with Facility Manager.

What you can expect when volunteering for the Social Activity Committee

S.A.C. values its volunteers and we will endeavor to provide you with:

- A written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
- An orientation and/or any training necessary for the volunteer role

- A safe and healthy environment in which to perform your role
- A Facility Coordinator, so that you have the opportunity to ask questions and get feedback
- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us

What S.A.C. requires of its Facility Managers

- Support S.A.C.'s aims and objectives
- Organize and hold all relevant orientation and training for members for the facility
- Operate under the direction and supervision of S.A.C. and obey reasonable directions and instructions
- Understand and comply with Neill-Wycik's by-laws and regulations
- Notify the Facility Coordinator of any hazardous situations that pose a risk to you or others; and report any accidents or incidents as well
- Use any property or equipment given to you in your role only for the purpose of the job and return it to the organization when you finish your volunteer role
- Communicate to S.A.C. if you wish to change the nature of your contribution
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

What Facility Managers will not do

- Utilize the facility for personal gain
- Allow non-members to use the facility
- Give any preferential treatment amongst members
- Sleep/store personal items in the facility
- Request any employee to perform any of your regular tasks or duties
- Neglect any foreseeable problems/issues regarding the facility or your role

Contact person

Your contact person with S.A.C. will be the Facility Coordinator, whom can be reached at facilitycoordinator@neill-wycik.ca.

Facility Expenses

As stated above, you must produce and update an annual budget for the facility. If you desire to purchase items for your facility you **must** seek prior approval by proposing your purchase at a S.A.C. meeting. All advance cheques will be issued in accordance with the "S.A.C. Cash/Cheque Advance Policy" (see attached). You will need to keep and produce receipts of all expenses.

Volunteer please sign to acknowledge you have read, understand sighted and had the opportunity to ask questions.

Manager / Assistant (Please Circle One)

Volunteer name_____

Volunteer signature_____

S.A.C. Witness name_____

S.A.C. signature_____

Date_____

Social Activity Committee Volunteer Agreement – Games Room Manager

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party for any reason. Neither party (i.e. Neill-Wycik Co-operative College or the Facility Manager) intend any employment relationship to be created either now or at any time in the future.

You are a volunteer

This position at Neill-Wycik Co-operative College is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of Neill-Wycik Co-operative College and you are not entitled to a salary or any other entitlements associated with employment. As a Facility Manager, you will be deemed to have fulfilled the requirements for the Member Contribution Program. S.A.C. reserves the right to alter any description for any Facility Manager at any time.

Duration of term

The duration of your term as Facility Manager shall be **1 year** from the date entered on this agreement.

Role description and details - Games Room Manager

- Maintain open and accessible lines of communication with the Social Activities Committee. This includes:
 - Attending meetings with the facility coordinator once per quarter
 - Getting approval from S.A.C. for **all** purchases, with the exception of ongoing operational expenses approved once per annum by the Social Activity Committee
 - Proposing an annual facility budget for consideration by S.A.C. and the membership
- Conduct proactive inspection, and maintenance (where able) of the Games Room, its equipment, and any pieces required for use of said equipment
- Ensure the cleanliness of the facility and its equipment
 - Ensure the floors are vacuumed once a month
 - Clean equipment regularly
- Solicit feedback from members for items/games in the room.
- Answer members' facility related questions
- Promote the facility with a SAC approved poster with your facility email included on it

Assistant:

- Maintain open and accessible lines of communication with your Facility Manager
- Answer members' facility related questions
- Ensure the cleanliness of the facility and its equipment
 - Ensure the floors are vacuumed once a month
 - Clean equipment regularly
- Conduct proactive inspection of the facility and its equipment, and report necessary repairs to your Facility Manager.

What you can expect when volunteering for the Social Activity Committee

S.A.C. values its volunteers and we will endeavor to provide you with:

- A written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
- An orientation and/or any training necessary for the volunteer role
- A safe and healthy environment in which to perform your role
- A Facility Coordinator, so that you have the opportunity to ask questions and get feedback

- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us

What S.A.C. requires of its Facility Managers

- Support S.A.C.'s aims and objectives
- Organize and hold all relevant orientation and training for members for the facility
- Operate under the direction and supervision of S.A.C. and obey reasonable directions and instructions
- Understand and comply with Neill-Wycik's by-laws and regulations
- Notify the Facility Coordinator of any hazardous situations that pose a risk to you or others; and report any accidents or incidents as well
- Use any property or equipment given to you in your role only for the purpose of the job and return it to the organization when you finish your volunteer role
- Communicate to S.A.C. if you wish to change the nature of your contribution
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

What Facility Managers will not do

- Utilize the facility for personal gain
- Allow non-members to use the facility
- Give any preferential treatment amongst members
- Sleep/store personal items in the facility
- Request any employee to perform any of your regular tasks or duties
- Neglect any foreseeable problems/issues regarding the facility or your role

Contact person

Your contact person with S.A.C. will be the Facility Coordinator, whom can be reached at facilitycoordinator@neill-wycik.ca.

Facility Expenses

As stated above, you must produce and update an annual budget for the facility. If you desire to purchase items for your facility you **must** seek prior approval by proposing your purchase at a S.A.C. meeting. All advance cheques will be issued in accordance with the "S.A.C. Cash/Cheque Advance Policy" (see attached). You will need to keep and produce receipts of all expenses.

Volunteer please sign to acknowledge you have read, understand sighted and had the opportunity to ask questions.

Manager / Assistant (Please Circle One)

Volunteer name_____

Volunteer signature_____

S.A.C. Witness name_____

S.A.C. signature_____

Date_____

Social Activity Committee Volunteer Agreement – Gym Manager

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party for any reason. Neither party (i.e. Neill-Wycik Co-operative College or the Facility Manager) intend any employment relationship to be created either now or at any time in the future.

You are a volunteer

This position at Neill-Wycik Co-operative College is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of Neill-Wycik Co-operative College and you are not entitled to a salary or any other entitlements associated with employment. As a Facility Manager, you will be deemed to have fulfilled the requirements for the Member Contribution Program. S.A.C. reserves the right to alter any description for any Facility Manager at any time.

Duration of term

The duration of your term as Facility Manager shall be **1 year** from the date entered on this agreement.

Role description and details – Gym Manager

- Maintain open and accessible lines of communication with the Social Activities Committee. This includes:
 - Attending meetings with the Facility Coordinator once per quarter
 - Getting approval from S.A.C. for **all** purchases, with the exception of ongoing operational expenses approved once per annum by the Social Activity Committee
 - Proposing an annual facility budget for consideration by S.A.C. and the membership
- Conduct proactive inspection, and maintenance (where able) of the equipment in the facility
 - Check for broken cables, pulleys, machinery
 - Inspect and tighten dumbbells as necessary
 - Ensure proper functionality of cardio equipment, scheduling repairs as needed
 - Lubricate machinery as necessary
- Ensure the cleanliness of the facility and its equipment:
 - Ensure floors are cleaned once a week
 - Ensure all hard surfaces that are susceptible to sweat/perspiration are disinfected once a week
 - Put away any left-out equipment
- Answer members' fitness and facility related questions
- Promote the facility with a S.A.C. approved poster with your facility email included

Assistant:

- Maintain open and accessible lines of communication with your Facility Manager
 - Answer members' fitness and facility related questions
 - Ensure the cleanliness of the facility and its equipment:
 - Ensure floors are cleaned once a week
 - Ensure all hard surfaces that are susceptible to sweat/perspiration are disinfected once a week
 - Put away any left-out equipment
 - Conduct proactive inspection of the facility and its equipment, discuss/report necessary repairs with Facility Manager
 - **What you can expect when volunteering for the Social Activity Committee**
-

S.A.C. values its volunteers and we will endeavor to provide you with:

- A written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
- An orientation and/or any training necessary for the volunteer role

- A safe and healthy environment in which to perform your role
- A Facility Coordinator, so that you always have the opportunity to ask questions and get feedback
- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us

What S.A.C. requires of its Facility Managers

- Support S.A.C.'s aims and objectives
- Organize and hold all relevant orientation and training for members for the facility
- Operate under the direction and supervision of S.A.C. and obey reasonable directions and instructions
- Understand and comply with Neill-Wycik's by-laws and regulations
- Notify the Facility Coordinator of any hazardous situations that pose a risk to you or others; and report any accidents or incidents as well
- Use any property or equipment given to you in your role only for the purpose of the job and return it to the organization when you finish your volunteer role
- Communicate to S.A.C. if you wish to change the nature of your contribution
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

What Facility Managers will not do

- Utilize the facility for personal gain
- Allow non-members to use the facility
- Give any preferential treatment amongst members
- Sleep/store personal items in the facility
- Request any employee to perform any of your regular tasks or duties
- Neglect any foreseeable problems/issues regarding the facility or your role

Contact person

Your contact person with S.A.C. will be the Facility Coordinator, whom can be reached at facilitycoordinator@neill-wycik.ca.

Facility Expenses

As stated above, you must produce and update an annual budget for the facility. If you desire to purchase items for your facility you **must** seek prior approval by proposing your purchase at a S.A.C. meeting. All advance cheques will be issued in accordance with the "S.A.C. Cash/Cheque Advance Policy" (see attached). You will need to keep and produce receipts of all expenses.

Volunteer please sign to acknowledge you have read, understand sighted and had the opportunity to ask questions.

Manager / Assistant (Please Circle One)

Volunteer name _____

Volunteer signature _____

S.A.C. Witness name _____

S.A.C. signature _____

Date _____

Social Activity Committee Volunteer Agreement – Sewing Room Manager

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party for any reason. Neither party (i.e. Neill-Wycik Co-operative College or the Facility Manager) intend any employment relationship to be created either now or at any time in the future.

You are a volunteer

This position at Neill-Wycik Co-operative College is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of Neill-Wycik Co-operative College and you are not entitled to a salary or any other entitlements associated with employment. As a Facility Manager, you will be deemed to have fulfilled the requirements for the Member Contribution Program. S.A.C. reserves the right to alter any description for any Facility Manager at any time.

Duration of term

The duration of your term as Facility Manager shall be **1 year** from the date entered on this agreement.

Role description and details – Sewing Room Manager

- Maintain open and accessible lines of communication with the Social Activities Committee. This includes:
 - Attending meetings with the Facility Coordinator once per quarter
 - Getting approval from S.A.C. for **all** purchases, with the exception of ongoing operational expenses approved once per annum by the Social Activity Committee
 - Proposing an annual facility budget for consideration by S.A.C. and the membership
- Conduct proactive inspection, and maintenance (where able) of the Sewing Room and its equipment (i.e. filling the water bottle/iron/steamer, ensure machines function properly, take out the Judy's shoulders, etc.)
- Ensure the cleanliness of the facility and its equipment
 - Ensure the floors are cleaned once a month
 - Clean equipment regularly
- Get professional tune-ups for the industrial sewing machines and serger once every 3 years.
- Provide orientations for members upon request
- Answer members' facility related questions
- Promote the facility with a S.A.C. approved poster with your facility email included.

Assistant:

- Maintain open and accessible lines of communication with your Facility Manager
- Provide orientations for members upon request
- Answer members' facility related questions
- Ensure the cleanliness and functionality of facility and its equipment.
 - Ensure the floors are cleaned once a month
 - Clean equipment regularly
- Conduct proactive inspection of the facility and its equipment, discuss/report necessary repairs with Facility Manager.

What you can expect when volunteering for the Social Activity Committee

S.A.C. values its volunteers and we will endeavor to provide you with:

- A written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
- An orientation and/or any training necessary for the volunteer role

- A safe and healthy environment in which to perform your role
- A Facility Coordinator, so that you always have the opportunity to ask questions and get feedback
- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us

What S.A.C. requires of its Facility Managers

- Support S.A.C.'s aims and objectives
- Organize and hold all relevant orientation and training for members for the facility
- Operate under the direction and supervision of S.A.C. and obey reasonable directions and instructions
- Understand and comply with Neill-Wycik's by-laws and regulations
- Notify the Facility Coordinator of any hazardous situations that pose a risk to you or others; and report any accidents or incidents as well
- Use any property or equipment given to you in your role only for the purpose of the job and return it to the organization when you finish your volunteer role
- Communicate to S.A.C. if you wish to change the nature of your contribution
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

What Facility Managers will not do

- Utilize the facility for personal gain
- Allow non-members to use the facility
- Give any preferential treatment amongst members
- Sleep/store personal items in the facility
- Request any employee to perform any of your regular tasks or duties
- Neglect any foreseeable problems/issues regarding the facility or your role

Contact person

Your contact person with S.A.C. will be the Facility Coordinator, whom can be reached at facilitycoordinator@neill-wycik.ca.

Facility Expenses

As stated above, you must produce and update an annual budget for the facility. If you desire to purchase items for your facility you **must** seek prior approval by proposing your purchase at a S.A.C. meeting. All advance cheques will be issued in accordance with the "S.A.C. Cash/Cheque Advance Policy" (see attached). You will need to keep and produce receipts of all expenses.

Volunteer please sign to acknowledge you have read, understand sighted and had the opportunity to ask questions.

Manager / Assistant (Please Circle One)

Volunteer name _____

Volunteer signature _____

S.A.C. Witness name _____

S.A.C. signature _____

Date _____

Social Activity Committee Volunteer Agreement – Steamer Manager

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party for any reason. Neither party (i.e. Neill-Wycik Co-operative College or the Facility Manager) intend any employment relationship to be created either now or at any time in the future.

You are a volunteer

This position at Neill-Wycik Co-operative College is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of Neill-Wycik Co-operative College and you are not entitled to a salary or any other entitlements associated with employment. As a Facility Manager, you will be deemed to have fulfilled the requirements for the Member Contribution Program. S.A.C. reserves the right to alter any description for any Facility Manager at any time.

Duration of term

The duration of your term as Facility Manager shall be **1 year** from the date entered on this agreement.

Role description and details – Steamer Manager

- Maintain open and accessible lines of communication with the Social Activities Committee. This includes:
 - Attending meetings with the Facility Coordinator once per quarter
 - Getting approval from S.A.C. for **all** purchases, with the exception of ongoing operational expenses approved once per annum by the Social Activity Committee
 - Proposing an annual facility budget for consideration by S.A.C. and the membership
- Ensure the cleanliness of the facility and its equipment:
 - Ensure the floors are cleaned once a month
 - Ensure CAs/members clean up after events.
 - Ensure the beer lines are cleaned out regularly.
- Instruct CA's on how to tap the kegs, and generally operate the beer dispensing system.
- Report all misuse or non-adherence to the Alcohol Policy and/or Room Use Agreement to Security.
- Provide orientations for members upon request.
- Answer members' facility related questions
- Promote the facility with a S.A.C. approved poster with your facility email included.

Assistant:

- Maintain open and accessible lines of communication with your Facility Manager
- Provide orientations for members upon request
- Answer members' facility related questions
- Ensure the cleanliness and functionality of the facility and its equipment
 - Ensure the floors are cleaned once a month
 - Ensure cleanliness of equipment and furniture
- Conduct proactive inspection of the facility and its equipment, discuss/report necessary repairs with Facility Manager

What you can expect when volunteering for the Social Activity Committee

S.A.C. values its volunteers and we will endeavor to provide you with:

- A written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
- An orientation and/or any training necessary for the volunteer role

- A safe and healthy environment in which to perform your role
- A Facility Coordinator, so that you always have the opportunity to ask questions and get feedback
- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us

What S.A.C. requires of its Facility Managers

- Support S.A.C.'s aims and objectives
- Organize and hold all relevant orientation and training for members for the facility
- Operate under the direction and supervision of S.A.C. and obey reasonable directions and instructions
- Understand and comply with Neill-Wycik's by-laws and regulations
- Notify the Facility Coordinator of any hazardous situations that pose a risk to you or others; and report any accidents or incidents as well
- Use any property or equipment given to you in your role only for the purpose of the job and return it to the organization when you finish your volunteer role
- Communicate to S.A.C. if you wish to change the nature of your contribution
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

What Facility Managers will not do

- Utilize the facility for personal gain
- Allow non-members to use the facility
- Give any preferential treatment amongst members
- Sleep/store personal items in the facility
- Request any employee to perform any of your regular tasks or duties
- Neglect any foreseeable problems/issues regarding the facility or your role

Contact person

Your contact person with S.A.C. will be the Facility Coordinator, whom can be reached at facilitycoordinator@neill-wycik.ca.

Facility Expenses

As stated above, you must produce and update an annual budget for the facility. If you desire to purchase items for your facility you **must** seek prior approval by proposing your purchase at a S.A.C. meeting. All advance cheques will be issued in accordance with the "S.A.C. Cash/Cheque Advance Policy" (see attached). You will need to keep and produce receipts of all expenses.

Volunteer please sign to acknowledge you have read, understand sighted and had the opportunity to ask questions.

Manager / Assistant (Please Circle One)

Volunteer name_____

Volunteer signature_____

S.A.C. Witness name_____

S.A.C. signature_____

Date_____

Social Activity Committee Volunteer Agreement – Woodshop Manager

This document is not intended to be a legally binding contract between us and may be nullified at any time at the discretion of either party for any reason. Neither party (i.e. Neill-Wycik Co-operative College or the Facility Manager) intend any employment relationship to be created either now or at any time in the future.

You are a volunteer

This position at Neill-Wycik Co-operative College is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of Neill-Wycik Co-operative College and you are not entitled to a salary or any other entitlements associated with employment. As a Facility Manager, you will be deemed to have fulfilled the requirements for the Member Contribution Program. S.A.C. reserves the right to alter any description for any Facility Manager at any time.

Duration of term

The duration of your term as Facility Manager shall be **1 year** from the date entered on this agreement.

Role description and details – Woodshop Manager

- Maintain open and accessible lines of communication with the Social Activities Committee. This includes:
 - Attending meetings with the Facility Coordinator once per quarter
 - Getting approval from S.A.C. for **all** purchases, with the exception of ongoing operational expenses approved once per annum by the Social Activity Committee
 - Proposing an annual facility budget for consideration by S.A.C. and the membership
- Conduct proactive inspection, and maintenance (where able) of the equipment in the facility
- Perform checks on the First Aid Kit and Eye Wash Station to ensure they are available and up to standard
- Ensure the cleanliness of the facility and its equipment.
 - Ensure the floors are cleaned once per month
 - Clean equipment regularly
- Provide facility orientations to members upon request.
- Answer members' facility related questions
- Promote the facility with a S.A.C. approved poster with your facility email included on it.

What you can expect when volunteering for the Social Activity Committee

S.A.C. values its volunteers and we will endeavor to provide you with:

- A written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
- An orientation and/or any training necessary for the volunteer role
- A safe and healthy environment in which to perform your role
- A Facility Coordinator, so that you always have the opportunity to ask questions and get feedback
- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us

What S.A.C. requires of its Facility Managers

- Support S.A.C.'s aims and objectives
- Organize and hold all relevant orientation and training for members for the facility
- Operate under the direction and supervision of S.A.C. and obey reasonable directions and instructions
- Understand and comply with Neill-Wycik's by-laws and regulations

- Notify the Facility Coordinator of any hazardous situations that pose a risk to you or others; and report any accidents or incidents as well
- Use any property or equipment given to you in your role only for the purpose of the job and return it to the organization when you finish your volunteer role
- Communicate to S.A.C. if you wish to change the nature of your contribution
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

What Facility Managers will not do

- Utilize the facility for personal gain
- Allow non-members to use the facility
- Give any preferential treatment amongst members
- Sleep/store personal items in the facility
- Request any employee to perform any of your regular tasks or duties
- Neglect any foreseeable problems/issues regarding the facility or your role

Contact person

Your contact person with S.A.C. will be the Facility Coordinator, whom can be reached at facilitycoordinator@neill-wycik.ca.

Facility Expenses

As stated above, you must produce and update an annual budget for the facility. If you desire to purchase items for the facility you **must** seek prior approval by proposing your purchase at a S.A.C. meeting. All advance cheques will be issued in accordance with the "S.A.C. Cash/Cheque Advance Policy" (see attached). You will need to keep and produce receipts of all expenses.

Volunteer please sign to acknowledge you have read, understand and had the opportunity to ask questions.

Manager / Assistant (Please Circle One)

Volunteer name_____

Volunteer signature_____

S.A.C. Witness name_____

S.A.C. signature_____

Date_____

Social Activity Committee Volunteer Agreement – Coffee Club Manager

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party for any reason. Neither party (i.e. Neill-Wycik Co-operative College or the Facility Manager) intend any employment relationship to be created either now or at any time in the future.

You are a volunteer

This position at Neill-Wycik Co-operative College is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of Neill-Wycik Co-operative College and you are not entitled to a salary or any other entitlements associated with employment. As a Facility Manager, you will be deemed to have fulfilled the requirements for the Member Contribution Program. S.A.C. reserves the right to alter any description for any Facility Manager at any time.

Duration of term

The duration of your term as Facility Manager shall be **1 year** from the date entered on this agreement.

Role description and details – Coffee Club Manager

- Maintain open and accessible lines of communication with the Social Activities Committee. This includes:
 - Attending meetings with the facility coordinator once per quarter
 - Getting approval from S.A.C. for **all** purchases, with the exception of ongoing operational expenses approved once per annum by the Social Activity Committee
 - Proposing an annual facility budget for consideration by S.A.C. and the membership
- Conduct proactive inspection, and maintenance (where able) of the coffee equipment
- Ensure a fresh supply of coffee is available to the membership during open hours
- Monitor supply levels for ingredients, requesting donations as supply levels drop and limiting donations to avoid excess, as outlined in attached chart
- Communicate effectively with CAs when coordinating the accepting of donations as well as the entering of member hours (MCP hours)
- Ensure the cleanliness of the Coffee Club area and its equipment
 - Ensure the floors surrounding the Coffee Club are mopped/swept at least once a month
 - Ensure the tables holding the coffee equipment are wiped down at least once a day
 - Ensure all ceramic cups/coffee carafes are cleaned and sanitized at least once a day
 - Ensure the paper cups are restocked at least once per day
 - Ensure the coffee grinder is cleaned and sanitized regularly
- Answer members' facility related questions
- Promote the facility with a S.A.C. approved poster with your facility email included on it

Assistant:

- Maintain open and accessible lines of communication with your facility manager
- Answer members' facility related questions
- Ensure a fresh supply of coffee is available to the membership during open hours
- Communicate effectively with CAs when coordinating the accepting of donations as well as the entering of member hours
- Ensure the cleanliness of the Coffee Club areas and its equipment
 - Ensure the floors surrounding the Coffee Club are mopped/swept at least once a month
 - Ensure the tables holding the coffee equipment are wiped down at least once a day

- Ensure all ceramic cups/coffee carafes are cleaned and sanitized at least once a day
- Ensure the paper cups are restocked at least once per day
- Ensure the coffee grinder is cleaned and sanitized regularly
- Conduct proactive inspection of the facility and its equipment, discuss/report necessary repairs with Facility Manager

What you can expect when volunteering for the Social Activity Committee

S.A.C. values its volunteers and we will endeavor to provide you with:

- A written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
- An orientation and/or any training necessary for the volunteer role
- A safe and healthy environment in which to perform your role
- A Facility Coordinator, so that you always have the opportunity to ask questions and get feedback
- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us

What S.A.C. requires of its Facility Managers

- Support S.A.C.'s aims and objectives
- Organize and hold all relevant orientation and training for members for the facility
- Operate under the direction and supervision of S.A.C. and obey reasonable directions and instructions
- Understand and comply with Neill-Wycik's by-laws and regulations
- Notify the Facility Coordinator of any hazardous situations that pose a risk to you or others; and report any accidents or incidents as well
- Use any property or equipment given to you in your role only for the purpose of the job and return it to the organization when you finish your volunteer role
- Communicate to S.A.C. if you wish to change the nature of your contribution
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

What Facility Managers will not do

- Utilize the facility for personal gain
- Allow non-members to use the facility
- Give any preferential treatment amongst members
- Sleep/store personal items in the facility
- Request any employee to perform any of your regular tasks or duties
- Neglect any foreseeable problems/issues regarding the facility or your role

Contact person

Your contact person with S.A.C. will be the Facility Coordinator, whom can be reached at facilitycoordinator@neill-wycik.ca.

Facility Expenses

As stated above, you must produce and update an annual budget for the facility. If you desire to purchase items for the facility you must seek prior approval by proposing your purchase at a S.A.C. meeting. All advance cheques will be issued in accordance with the "S.A.C. Cash/Cheque Advance Policy" (see attached). You will need to keep and produce receipts of all expenses.

Volunteer please sign to acknowledge you have read, understand sighted and had the opportunity to ask questions.

Manager / Assistant (Please Circle One)

Volunteer name_____

Volunteer signature_____

S.A.C. Witness name_____

S.A.C. signature_____

Date_____

Social Activity Committee Volunteer Agreement – Barbecues Manager

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party for any reason. Neither party (i.e. Neill-Wycik Co-operative College or the facility manager) intend any employment relationship to be created either now or at any time in the future.

You are a volunteer

This position at Neill-Wycik Co-operative College is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of Neill-Wycik Co-operative College and you are not entitled to a salary or any other entitlements associated with employment. As a facility manager, you will be deemed to have fulfilled the requirements for the Member Contribution Program. SAC reserves the right to change or alter any description for any facility manager at any time.

Duration of term

The duration of your term as Facility Manager shall be **1 year** from the date entered on this agreement.

Role description and details – Barbecues Manager

- Maintain open and accessible lines of communication with the Social Activities Committee. This includes:
 - Attending meetings with the facility coordinator once per quarter
 - Getting approval from S.A.C. for all purchases, with the exception of ongoing operational expenses approved annually by the Social Activity Committee
 - Proposing an annual facility budget for consideration by S.A.C. and the membership
- Conduct proactive inspection, and maintenance (where able) of the barbecues, utensils, igniters, etc.
- Remove and clean barbecues grills and grease tray a minimum of twice per month
- Ensure the barbecues are closed, and gas supply valves are turned off when not in use
- Ensure the general cleanliness of the barbecues and their under cabinets, as well as the immediate barbecue areas,
- Answer members' facility related questions
- Promote the facility with SAC approved posters with your facility email included on it

What you can expect when volunteering for the Social Activity Committee

S.A.C. values its volunteers and we will endeavor to provide you with:

- A written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
- An orientation and/or any training necessary for the volunteer role
- A safe and healthy environment in which to perform your role
- A Facility Coordinator, so that you always have the opportunity to ask questions and get feedback
- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us

What S.A.C. requires of its Facility Managers

- Support S.A.C.'s aims and objectives
- Organize and hold all relevant orientation and training for members for your facility
- Operate under the direction and supervision of S.A.C. and obey reasonable directions and instructions
- Understand and comply with Neill-Wycik's by-laws and regulations

- Notify the Facility Coordinator of any hazardous situations that pose a risk to you or others; and report any accidents or incidents as well
- Use any property or equipment given to you in your role only for purpose of the job and return it to the organization when you finish your volunteer role
- Communicate to S.A.C. if you wish to change the nature of your contribution
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

What Facility Managers will not do

- Utilize the facility for personal gain
- Allow non-members to use the facility
- Give any preferential treatment amongst members
- Sleep/store personal items in your facility
- Request any employee to perform any of your regular tasks or duties
- Neglect any foreseeable problems/issues regarding the facility or your role

Contact person

Your contact person with S.A.C. will be the Facility Coordinator, whom can be reached at facilitycoordinator@neill-wycik.ca.

Facility Expenses

As stated above, you must produce and update an annual budget for the facility. If you desire to purchase items for your facility you must seek prior approval by proposing your purchase at a S.A.C. meeting. All advance cheques will be issued in accordance with the "S.A.C. Cash/Cheque Advance Policy" (see attached). You will need to keep and produce receipts of all expenses.

Volunteer please sign to acknowledge you have read, understand sighted and had the opportunity to ask questions.

Manager / Assistant (Please Circle One)

Volunteer name_____

Volunteer signature_____

S.A.C. Witness name_____

S.A.C. signature_____

Date_____

Social Activity Committee Volunteer Agreement – Gardens Manager

This document is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party for any reason. Neither party (i.e. Neill-Wycik Co-operative College or the facility manager) intend any employment relationship to be created either now or at any time in the future.

You are a volunteer

This position at Neill-Wycik Co-operative College is a volunteer position. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of Neill-Wycik Co-operative College and you are not entitled to a salary or any other entitlements associated with employment. As a facility manager, you will be deemed to have fulfilled the requirements for the Member Contribution Program. S.A.C. reserves the right to alter any description for any Facility Manager at any time.

Duration of term

The duration of your term as Facility Manager shall be **1 year** from the date entered on this agreement.

Role description and details – Gardens Manager

- Maintain open and accessible lines of communication with the Social Activities Committee. This includes:
 - Attending meetings with the facility coordinator once per quarter
 - Getting approval from S.A.C. for all purchases, with the exception of ongoing operational expenses approved annually by the Social Activity Committee
 - Proposing an annual facility budget for consideration by S.A.C. and the membership
 - Providing monthly progress reports from April to September including information on planning, gardening progress, and all names of members on the Gardening Committee.
- Conduct proactive inspection, and maintenance (where applicable) of the garden areas on all Roof decks
- Maintain the garden areas during the summer months by coordinating a “Gardening Committee”. The duties of this committee includes the following:
 - Plan and coordinate the planting and maintenance of all gardening areas on all Roof decks.
 - Try to include some plants that members can use for cooking/eating, i.e. vegetables, herbs, fruits, etc.
 - Ensure the gardens are watered daily
 - Ensure the aesthetic appeal of the garden areas
 - Ensure the composters are maintained as needed
 - Perform other appropriate gardening activities
- Ensure the cleanliness of the Roof deck areas around the gardens
- Answer members’ garden related questions
- Promote the facility with a SAC approved poster with your facility email included on it.

What you can expect when volunteering for the Social Activity Committee

S.A.C. values its volunteers and we will endeavor to provide you with:

- A written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
- An orientation and/or any training necessary for the volunteer role
- A safe and healthy environment in which to perform your role
- A Facility Coordinator, so that you always have the opportunity to ask questions, to report progress, and to get feedback

- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us
- Facility Managers will be notified in a timely fashion of any changes to their volunteer agreements.

What S.A.C. requires of its Facility Managers

- Support S.A.C.'s aims and objectives
- Organize and hold all relevant orientation and training for members for your facility
- Operate under the direction and supervision of S.A.C. and obey reasonable directions and instructions
- Understand and comply with Neill-Wycik's by-laws and regulations
- Notify the Facility Coordinator of any hazardous situations that pose a risk to you or others; and report any accidents or incidents as well
- Use any property or equipment given to you in your role only for the purpose of the job and return it to the organization when you finish your volunteer role
- Communicate to S.A.C. if you wish to change the nature of your contribution
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive

What Facility Managers will not do

- Utilize the facility for personal gain
- Allow non-members to use the facility
- Give any preferential treatment amongst members
- Sleep/store personal items in the facility
- Request any employee to perform any of your regular tasks or duties
- Neglect any foreseeable problems/issues regarding the facility or your role

Contact person

Your contact person with S.A.C. will be the Facility Coordinator, whom can be reached at facilitycoordinator@neill-wycik.ca.

Facility Expenses

As stated above, you must produce and update an annual budget for the facility. If you desire to purchase items for your facility you must seek prior approval by proposing your purchase at a S.A.C. meeting. All advance cheques will be issued in accordance with the "S.A.C. Cash/Cheque Advance Policy" (see attached). You will need to keep and produce receipts of all expenses.

Volunteer please sign to acknowledge you have read, understand, and had the opportunity to ask questions.

Manager / Assistant (Please Circle One)

Volunteer Name_____

Volunteer Signature_____

S.A.C. Witness Name_____

S.A.C. Signature_____

Date_____

APPENDIX 19

Neill-Wycik reserves the right to inspect all advertising of events within Neill-Wycik at which alcohol will be served prior to being posted. Posters for such events must only be posted within Neill-Wycik and in no way advocate the over-consumption of alcohol.

ALCOHOL POLICY

WHERE NEILL-WYCIK PROVIDES THE ALCOHOL AND/OR SPONSORSHIP:

1. When booking a facility or party, it is the member's responsibility to be aware of the rules and regulations. The Host must obey Neill-Wycik's Alcohol Policy if alcohol is served or provided.
2. For any Neill-Wycik sponsored events, at least 50% of the attendees **MUST** be Wycik members. Otherwise we could be charged, as we must follow certain regulations or we are seen as having a public function (which affects our liquor licensing).
3. Any event sponsored and/or financially supported by SAC must be open to all members. A list of all guests (this does not include members) must be provided with addresses at least 48 hours in advance to the Security Supervisor. All external guests **MUST** sign in at security before an event. External guests not on the guest list will not be allowed.
4. Neill-Wycik purchased alcohol may be served to any who is not a member of Neill-Wycik, provided they have a drink ticket. However, all events with Neill-Wycik sponsored alcohol, must be cleared with the Security Supervisor, CDC (Community Development Co-ordinator) or GM (general Manager) so the insurance company may be advised of an event. We are obliged to advise our insurance company of any event at which non-members consume alcohol. Full-time staff are considered members at events that the staff are required to attend. **EVENTS WILL NOT BE APPROVED WITH LESS THAN 5 DAYS NOTICE.**
5. No alcohol may be served to anyone under the age of 19 whether she/he is a member or not. It is law, that any member who is served alcohol by the bartender and who then passes it onto an ineligible person (underage, intoxicated, not registered guest) may be held liable for any injuries or property damages that ensues.
6. For any event, the Host is responsible for the persons attending the event and their behavior. It is important that the bartenders serving the alcohol to the members know that they can stop giving someone drinks when they've had too much. The doorperson must check all members for two pieces of identification when serving alcohol. (See **IDENTIFICATION** for details). The bartender(s) reserve the right to demand identification at any time.
7. The bartender(s) and security must be aware of potential troublemakers and ensure that no one reaches intoxication. Anyone who exhibits signs of intoxication will be refused service. The bartender shall be entitled to use her/his judgment in determining whether he member or guest is intoxicated and may use at their discretion, the right to cut off that person. The security person has the right to remove any person who possesses a security risk.
8. There shall be a maximum of 4 drink tickets over the course of an event distributed to anyone member/guest. One 12 oz. container of beer or 1 ounce of spirits shall constitute a drink. The rule of thumb is 4 glasses of beer or 3 ounces of spirits over the course of a three-hour event. **ANY OVERAGE OF ALCOHOL MUST BE STORED IN A LOCKABLE AREA** immediately following a party for future events.
9. Security reserves the right to close down any party or event if they believe there is a potential for a security problem.

10. Only SMARTS ERVE or other course approved trained members/staff may act as bartenders.
11. A security representative must be on duty at any alcoholic event (one security guard for every 50 members) [the security staff member may act as a volunteer or be paid] the security guard will receive \$50.00 for the event.
12. A trained bartender may be a volunteer of the building or be paid for working the event. The rate of pay shall be \$10.00 an hour to a maximum of \$50.00.
13. Every event must have a door-person who checks for Wycik ID and ensures that all non-members are signed in. The door-person should be a security or other responsible staff member.
14. Members/staff working the event must not consume alcohol during any party at which they are working.
15. No one may bring their own alcohol.
16. EXCEPTION: Community Assistants (CA's) often hold floor functions throughout the year. CA's are considered staff and will be allowed to have alcohol at a social function without SECURITY/BARTENDERS, providing there are no more than 35 members in attendance and no one has any more than the equivalent of 1-60z glass of wine; 1-120z glass of beer; 1-ounce of liquor per hour to a maximum of 2 drinks. The CA must have passed an accredited course such as SMART SERVE. The CA MUST NOT drink during the function and are solely responsible for dispensing the alcohol. They can hold these events in the Steamer, Cafe or the Hanke with approval from the CDC. The CDC must be given 5 days advance notice. Security reserves the right to close down any function.

WHERE NEILL-WYCIK DOES NOT PROVIDE THE ALCOHOL/SPONSORSHIP

The responsibility of the event lies in the hands of the member holding the function. Members ' must pay out of pocket for security. The alcohol and room use rules must be followed except, members may book the Steamer for a party and may have alcohol without security in attendance if there are less than 10 people at the function. At least half of the attendants MUST be Neill-Wycik members. Security had the right to close down the function at any time if they believe there is a security risk.

The Host must be aware of the liabilities involved in holding functions with alcohol as described above.

Any member who invites non-members to her/his function must provide security with a guest list and ensure her/his guests sign in at the front desk.

A member must report that she/he is having a party with alcohol when booking an event. If the member fails to do this, the event will be cancelled. The member must give a minimum 5 days' notice before the event to the Security Supervisor or Community Development Co-ordinator.

ROOM USE RULES AND REGULATIONS FOR NEILL -WYCIK SPONSORED AND NONSPONSORED EVENTS

1. Events with alcohol require a refundable cash deposit of \$100.00 (except events sponsored by SAC) to be paid to the Security Supervisor or CDC in order to book the room. The deposit will be applied against any costs incurred as a result of damage, theft or cleaning costs related to the event. The deposit, or portion thereof, will be returned to the undersigned or their representative once an assessment of the event is completed and a Neill-Wycik Security Representative signs the Inspection Form. Non-Alcoholic Events do not require a deposit.
2. The Board, Hotel Manager or its designate: (i.e. SAC, the Community Development Co-ordinator, General Manager) reserve the right to book events that are expected to be less than 50% Neill-Wycik members or events held by external groups.
3. In accordance with the Law, Liquor cannot be sold in any facility.
4. No member may book two facilities at the same time. Groups that foster discrimination will not be tolerated. The Host must notify Neill-Wycik security of people who are acting in a disorderly manner.
5. It is the host's responsibility to arrange with Security the inspection of the room before and after the event. Written acknowledgement of such inspections will be recorded in the Inspection Form. The Host must take personal responsibility and liability for reimbursing Neill-Wycik or its agents for any damage, theft or cleaning costs related to the event.
6. All Federal and Provincial By-laws, including the City Noise By-Laws, apply to all events and must be followed.
7. The Police and members of Neill-Wycik security who visit, may check on any agreement issued for the event, or who investigates a complaint, MUST be treated with courtesy and co-operation.
8. All parties must end by 2:00am (the room must be empty by 2:00am). The room must be thoroughly cleaned and ready for use 12 hours after the end of the event.
9. To abide by the regulations as set forth and any other regulations that may be added to those above are considered binding to this agreement. -----
-----THE DEPOSIT MUST BE RECEIVED BEFORE THE ROOM IS BOOKED. You ARE NOT BOOKED until you have met with the Security Supervisor or CDC to discuss your party, have paid your \$100 deposit and signed this agreement

Any breaking of any rule can lead to the cancellation of your event and/or result in the suspension of your membership privileges.

I have read the Alcohol Policy and Room Use Agreement and I agree to abide by all the rules, regulations and guidelines.

X

Print Your Name Here

X

Sign Your Name Here

Member's Signature and Unit Date

X

Signature of Member

Date

Authorized Staff Signature Date:

X

Signature Of Authorized Staff

Date

Received \$100.00 deposit

APPENDIX 20

ROOM USE INSPECTION LIST Please print legibly!

Event: _____

Date: _____ Time _____

Facility: Steamer: _____ Café: _____ Mtg. Room: _____ ALCOHOL Y N

Roof deck: 23rd _____ Roof Deck Floor 4th Floor _____ Roof Deck 5th Floor _____

(Alcohol is not permitted on any of the Roof Decks)

Member: _____
Signature of Member
Date

Unit #: _____ Phone #: _____

Sponsors:

NAME	SIGNATURE	PHONE NUMBER	EMAIL

THIS MUST BE COMPLETED BEFORE CLEARANCE IS GRANTED

PRE POST

- | | | |
|-------|-------|---|
| _____ | _____ | All garbage emptied and containers cleaned |
| _____ | _____ | Floors clean, no butts or broken glass |
| _____ | _____ | Walls and ceilings cleaned (no marks, decorations) |
| _____ | _____ | Fridges empty Counters cleared and wiped Hallway swept and mopped |
| _____ | _____ | Audiovisual equipment |
| _____ | _____ | Chairs and table(s) cleaned and placed against the walls |
| _____ | _____ | Theatre Recliners and Couches aligned to the center of the room |
| _____ | _____ | Light fixtures undamaged |

Security pre-inspection signature:

X

Signature of Authorized Security Staff

Date

Security post-inspection signature:

X

Signature Of Authotized Security Staff

Date

EXISTING DAMAGE REPORT (to be completed when applicable on reverse side)

APPENDIX 6

DEPOSIT RELEASE FORM AND RECEIPT

We hereby acknowledge the return of the sum of \$100.00 providing that the above Room Use Inspection List has passed approval by Neill-Wycik Security standards and signature

Member's Signature:

Date:

X

Signature of Member

Date

(Signature indicates acceptance of penalty if Security believes it is needed)

X

Authorized Signature

Date

Deposit Returned

Date

APPENDIX 21

GUIDELINES FOR PURCHASING AND STORAGE OF ALCOHOL

Purchasing:

Calculate 4 bottles of beer (12 ounce bottle) or 3 ounces of spirits, or one half bottle of wine (750ml bottles) (or any combination thereof) for any three-hour period. (Therefore if 100 people of legal drinking age are expected at a party that is expected to run from 9:00pm until midnight, the co-op would provide no more than 400 bottles of beer (12 ounce bottles), or 300 ounces of spirits or 50 bottles (1 bottle 750ml) of wine, or any combination thereof.

Storage:

If the expected numbers of members do not attend, the overage of alcohol will be stored in the Secured Storage Closet inside the Committee Office immediately following a party. The bartender will count the amount of alcohol remaining and report it to the Community Development Co-ordinator.

Appendix 22

Facility Budget Request

One of the responsibilities of the Facility Managers is to provide a budget request for their facility once a year. These requests will be reviewed by SAC and incorporated into the annual SAC budget – which, itself, is reviewed by the Board of Directors and approved by the membership at the Annual General Meeting (AGM) in March.

The attached request form is divided into two sections – Operational Expenses and Capital Expenses. Simply put, Operational Expenses are the items required to keep the facility running as is. These tend to be smaller items that need to be purchased on a regular basis. Examples include printer toner for the Computer Lab or chemicals for the Photo Lab. Capital Expenses, on the other hand, are new items that you want to add to the facility. These can be new furniture or equipment, such as a couch for the Hanke Lounge or a new set of dumb bells for the Weight Room. If you are in doubt about whether an item is an operational or a capital expense make a note of it and SAC will categorize it accordingly.

For the purposes of these requests, SAC is looking for estimations. We do not require quotes at this time. You will, however, want to make the estimates as accurate as possible. If these items are placed in the SAC Budget and it is approved at the AGM, we may hold you to the number you give SAC now. Requesting a new TV for \$6000 will probably mean that it will be denied, but saying you can get one for \$50 now and then asking for \$500 could also result in the request being denied later!

Lastly, try to list your requests, especially the Capital Requests, in order of priority. SAC relies on your judgement to tell us what is necessary for a facility and what would make a “nice” addition.

The deadline for these requests forms will be **(insert date here)**. If you wish to speak to SAC directly about a particular request, you may attend either the SAC meeting on **(Insert date here)**. Otherwise you can leave the forms in my mailbox at the Front Desk.

Note: even if you are not asking for anything, fill out the contact info section of the form and return it to SAC. This tells us whether or not you are still interested in being the manager of your facility. If we do not hear from you via email or receive the completed budget form by (insert date here), you may need to re-apply for your position as facility manager!

Thanks,

(Insert name here)

Facility Coordinator

(Insert name here)

SAC Chair

Facility Budget Request

Facility Name: _____

Facility Manager: _____ Phone: _____ Unit: _____

Assistant Manager: _____ Phone: _____ Unit: _____

Assistant Manager: _____ Phone: _____ Unit: _____

Assistant Manager: _____ Phone: _____ Unit: _____

Operational Expense (day to day items for maintaining a facility):

Item	Explanation	Cost Estimate

Capital Expenses (one time purchases, e.g. equipment, large items):

Item	Explanation	Cost

Additional comments: