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PIONEER VALLEY COHOUSING

COMMON HOUSE & MEALS HANDBOOK

GUIDELINES AND POLICIES FOR USE OF THE
COMMON HOUSE AND MEAL SYSTEMS

UPDATE – 11/15/2018

Yellow highlighted items are still works in progress

Blue highlights are new items in this addition

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COMMON HOUSE CIRCLE

The Common House Circle is responsible for updating this policy and being a clearing house for issues related to the use of the common house and the meals program. To help us in our work, we developed a “liaison system” of community members who oversee specific spaces of the Common House. Liaisons may be from the CH Circle or independent of that group. Responsibilities include, but are not necessarily limited to:

- Gather information and concerns regarding specific community spaces to share with the CH Circle;
- Facilitate solutions when minor;
- Monitor use/wear/repair/replacement needs, in short: “all things that need to get done” to ensure the CH is clean, safe, and well-maintained;
- Intersect with other circles when appropriate (e.g., Buildings and Grounds).

Liaisons (updated fall 2018)

- Security
 - Night locking = Yukio
 - Morning Unlocking = Lou
- Entry
 - Front and Octagon Porches = Laura Fitch
 - Front Room = Gracie
 - Coat/Mail Room & Foyer
 - Name tags = Jerry
 - Room = Reenie
 - Mop closet = Reenie Humpage
 - Bulletin Boards = Lucy
 - Storage closet = work day
- First Floor major rooms
 - Great Room = Gracie
 - The Kid’s Room and the Brick Courtyard = Johnson Family
 - The Kitchen,
 - Coordinator of Quarterly Kitchen Work Days Pantry = Janice (possibly switching to HUB)
 - Supply inventory = Lou, Janice
 - Staples / TP / paper towels (CoFood order) = Henry
 - Water filter replacement: Charlie
 - Guest Rooms = Reenie / Ginny
- Mezzanine = Kit Johnson.
- Basement
 - Floor cleaning – Jamie
 - South side (exercise room, bikes, meditation room, recreation area) = Kit Johnson.
 - Sauna – Robin Mac
 - Downstairs bathroom: CH clean team
 - Storage closet - Dyan
 - Tioli = Robin Mac
 - Laundry: Susan
 - Root Cellar - Mike

- Other:
 - CH Use Fees: Lucy
 - Plants = Jody
 - Structural concerns like roof leaks, dryer ventilators malfunctioning = Laura Fitch
 - Vacuum Equipment = Nancy Bair
 - Meal accounting – Mark Johnson
 - Kitchen and napkin laundering – Susan

Quarterly Kitchen Clean Work Days

– frequency and coordination under review by HUB – fall 2018

Given that every resident and associate benefits from the CH kitchen and that it is the heart of the community, every community member, young and old, are asked to participate in at least one of the Kitchen Work Days. This is the heaviest-used space and needs regular maintenance. There are many tasks that can be done by most everyone.

USE OF THE COMMON HOUSE

Rights & Responsibilities

The Use of the Common House is for members, associate members, and renter associates as spelled out in the policies of the Memberships Circle.

Basic Guidelines for Use

The Common House is an extension of our homes, and we try to treat it that way.

The following guidelines are for use of the Common House by Members, Associate members, and Renter Associates. All users are responsible for guidelines being carefully followed and should ask for instruction or clarification if there is any uncertainty or doubt.

1. **Quiet** is observed between 10 at night and 8 AM, especially when guestrooms are occupied. These quiet hours are observed for the rest of the community, too, in parking lots and on paths. Because of proximity to our houses, the common house is not an appropriate place for late night parties.
2. **Please turn off lights** in the common house that you are not using, including the light over the stairs to the basement, lights in the hallways and bathrooms.
3. **Heat:** We have programmable thermostats for several zones in the Common House. Please do not change the program. Instead use temporary overrides up or down.
4. **Security:** CH is locked from 11pm to 7am. Sauna, exercise room, and bicycle room are locked at all times. Keys or combinations are available from Lyons on request. Exercise room access is for “club” members only. Contact Nancy Bear if you want temporary access.
5. **No smoking** in common buildings.
6. **No perfumes or fragrances:** Please let your guests know that the CH is “fragrance-free”
7. **No storage of personal items** in the common house, except in your own cubby in the mailroom. The basement is not for personal storage.
8. **Lost and Found** is located in the mailroom, under the mailboxes where anything you leave will end up.
9. Pets (and therapy animals) are not allowed in the Common House. This does not apply to service animal. See “**PV Coho COMMUNITY AGREEMENTS**” for policy.
10. **The Masonry Heater** (fireplace in the great room) is a little tricky to use--ask someone for a lesson before you try to start a fire.
11. **Use of the kitchen** requires special instruction. Members, be sure that your guests have been correctly instructed.

Reserving and Sponsoring Events

1. Use the Calendar in the hallway to reserve the Common House
2. Fill out “**Common House Reservation**” slip (typically found near the community calendar and Appendix A of this handbook)
3. Determine if a payment is appropriate (see back side of same slip for “**Common House Contribution Guidelines**”)
4. Make payment at the time of request
5. The member reserving Common House space:
 - a. agrees to be the “Event Organizer”

- b. carry out the responsibilities outlined on the **CH Events Use—Organizer’s Checklist – see Appendix B**
 - c. will be in the Common House (throughout the event) to supervise the correct use of kitchen equipment (i.e. dishwasher, convection oven, kitchen appliances, range fan, etc), as well as the fireplace, thermostats, and other elements of the building.
 - d. is responsible for the event meeting fire code regulations (maximum number of people), keeping the indoor and outdoor emergency access open – no blocking of fire doors and no cars parked on the pathway, etc.
 - e. will follow through on any tasks regarding fixing or replacing broken or damaged items resulting from the event.
6. When sponsoring a non-member group or individual, the member sponsor must:
- a. First determine if the event is sanctioned by our community policy. See below for **Use of Common House by “Outside Groups”** and **“Use of Common House by Non-Resident Adult Children of Members”**.
 - b. Give “advance notice” to the community if this is an unusual or large event (see item 7 below).
 - c. Fill out **“Common House Reservation”** slip (typically found near the community calendar and Appendix A of this handbook)
 - d. Determine if a payment is appropriate (see back side of same slip for **“Common House Contribution Guidelines”**)
 - e. Supervise the event and follow all procedures and guidelines. See the following section regarding large events.
7. **Long events / Big or Unusual Events:** When planning an event that is longer than a single day usage (retreats, workshops, weddings, etc.) or large or “unusual”, we request that members give advance notice to the community and ask if there are any concerns.
- a. Coordination with and consideration of others who might be using the guest rooms is important.

Parking for Events:

- 1. Coordination of parking is the responsibility of the sponsoring member. If you expect more than 8-9 cars coming to an event, provide a “parking attendant” to help park according to the following guidelines:
 - a. Put out parking sandwich boards directing cars to park along the left side of the driveway. ***Parking signs can be found in the small lobby of the annex. They should be returned by the sponsor after the event.***
 - b. Stop visitors from parking in residential lots and beyond the marked sign near the ball fields
 - c. Consider if additional arrangements should be made to park along Pulpit Hill Road.

Taking Care of The Common House During and After Planned Events and Informal, Spontaneous Gatherings:

The building must be left as clean as (or cleaner than) before use. This includes:

- 1. KITCHEN: washing and putting away dishes, pots, etc. in their proper places, sweeping

and, if a larger gathering, mopping the floor and emptying and rinsing out the compost bucket. All dishes should be air-dried for sanitation.

- a. REMOVE ALCOHOL: Please don't leave alcohol (and soda) readily available to others after your event.
2. DINING ROOM: wiping tables and drink counter; sweeping floor and mopping or spot-mopping as necessary; putting furniture back in its original arrangement.
3. KIDS' ROOM: straightening up; cleaning any messes
4. BATHROOMS: checking general neatness and clean if necessary
5. TRASH: taking any full recycling boxes to the recycling area under the Octagon screened porch and trash to the dumpster in north parking lot
 - a. RESTOCK TP and towels
6. WINDOWS: close them if you opened them. If you had a dance party in the winter, be courteous of those who pay the heating bills!
7. TURN THINGS OFF: Turn off all lights and fans. Thermostats can generally be left alone, as they have an automatic setback program.
8. **HEAT:** You can override the programming on the thermostats with up and down arrows, but please don't change the programmed settings. If you forget to turn the heat back down, your temporary overrides should automatically setback to the program after a few hours.
9. **FIREPLACE:**
 - a. **Don't use it unless you have had instructions.**
 - b. Replace firewood used from wood pile under the Octagon porch.
 - c. Close flue only after the fire is completely dead.
10. NOISE: quiet is to be observed after 10pm on the paths, parking lots, Common House porch and deck, and inside the Common House when guest rooms are occupied. Because of the proximity of the Common House to our individual homes and the frequent use of the guest rooms, the Common House is not appropriate for late-night parties.
11. SHARING BATHROOMS WITH GUESTS: During evenings and night hours (7PM-8AM), only the first bathroom is to be used by event participants. Guests (staying in the guest-rooms) Shall have private access to toilet and shower rooms if they so choose and close the sliding door.
12. PARKING: Be respectful of other community members in regard to parking. Ask guests to park along entryway drive. Place signage along drive as needed for large events. Signs can typically be found in the entrance of the Annex.
13. OVERNIGHTS: If you intend to have guests for something like a "child's sleep over party":
 - a. Kids' Room, Meditation Room and General Basement area may be used for sleep overs.
 - b. Don't sleep in Mezzanine: this would be a code violation
 - c. Notify community that guests are staying over; and post notes on the basement door so folks headed to laundry are not surprised.

Use of Common House by “Outside Groups”:

We have affirmed that the Common House:

1. is meant to be an extension of our private homes, so that we could build smaller, affordable units and accommodate activities that are too large for our homes,
2. is heavily used by the residents,
3. is very costly to maintain and keep clean in terms of utilities, appliances, and furnishings, as well as the (few) volunteers who clean, fix, repair, and otherwise monitor and maintain the space, and
4. contributions from events provide only a small fraction to cover these expenses and it should be as available as possible for residents to use informally and to reserve for events.

Therefore, we have chosen to limit use of the Common House to use by the community Members (and Associate Members) to host gatherings of their families, friends, and organizations with which they are directly-affiliated or with whom there is a strong justifiable connection (example long term membership or clear community support).

1. The Common House is not available for use by outside groups or individuals without a direct involvement of a resident Member or Associate Member who will be attending and sponsoring the event and who will facilitate the proper use of appliances, equipment, and clean up using agreed upon practices.
2. Members will reserve the space ahead of time, using the event slip and calendar and be directly involved with and responsible for the event taking place as spelled out on the CH Use Checklist posted on the bulletin board near the community calendar.

Exceptions to this policy may be requested from and granted by the CH circle if a compelling rationale is presented.

1. Present proposal in writing to CH circle chair
2. Ask to be on an upcoming agenda
3. Circle may seek input / feedback from community
4. Circle will post decision

GENERAL UPKEEP OF COMMON HOUSE

Security

1. CH will be locked from 11 pm to 7 am.
 - a. **MAINTAIN SAFE EGRESS AT NIGHT:** *If you lock the doors, let pin hang from chain and do not insert the pin in any hole that blocks function of the panic bar!!!*
2. Sauna, exercise room, and bicycle room are locked at all times.
3. CH front door keys are available from Lyons on request. Exercise Room key available through “exercise club” through Nancy. Bicycle Room code available through Kit.
(updated 2018)

Guidelines for Borrowing from the Common House

1. Please try to borrow from a neighbor rather than from the Common House. The supplies we buy with community money were not intended for use by individuals in their homes (toilet paper, cleaning supplies, food, etc.).
2. Ditto for items like the vacuum cleaner and kitchen equipment. They were bought to be used in the Common House. If a number of individuals use them regularly, they will wear out sooner. Also, items have been “borrowed” in the past and not returned when needed, or at all.
3. If you must borrow things on an occasional basis, please leave a clearly visible note (with item, name of borrower and date) in the location where the item is stored.
4. Please return all items as soon as possible, and in as good or better condition as when you borrowed them and indicate in the notebook when you returned them.

Cleaning equipment and supplies

1. Cleaning supplies may be found in the mop closet opposite the bathrooms.
2. Please follow instructions for chemical use
3. Do NOT make donations of cleaning supplies; we have a community member who purchases the materials we like to use (non-toxic, etc.)
4. Use vacuum equipment carefully and report anything that appears to be broken.

Donations

1. Please don't donate any furniture, kitchen dishes, equipment, toys, etc. without checking with the Common House Circle
2. Please don't donate any books to library shelving without asking the Library Circle first.

MEAL SYSTEM

General:

The community will continue to strive to provide two common meals per week and monthly brunches in the winter. To achieve this goal, we rely upon a robust meal system within a robust community work program.

Atmosphere (gathering, dining, seating):

We strive to create a dining atmosphere that allows all diners to enjoy their meal without too much chaos.

1. There is generally a “circle time” at 6:00 for head cooks to thank their team of helpers and give details on the menu.
2. Dinner is usually served family style, with bowls of food at the table. Alternative meals are often at the pass-thru.
3. Everyone is asked to limit the number of their guests to one or two per meal, if possible. *Please think carefully before inviting the same guests regularly; consider the work load of cooks and dishwashers.*
4. Reserving seats:
 - a. Unless you have specific needs (eg. Hearing disability) or guests with whom you want to sit, diners are encouraged to select seats at a table after the “circle time”.
 - b. If you are bringing your own meal, we request that you record this information on the sign-up sheet to make sure that there are additional place settings. Otherwise, please wait to see where space is left after paying diners are seated.
 - c. The sunroom is typically reserved for “quiet” dining, especially for those with hearing loss.
5. Cloth Napkins: for atmosphere and reduction in paper waste we use cloth napkins at the tables. Please label a storage tube (found near the dining room entry) and use it to store your personal napkin until it actually requires laundering. This will reduce energy and labor.
6. To reduce interruptions, standing, and reaching, everyone is asked to take a seat and pass dishes after they have served themselves. Please volunteer to serve soup or other things that are hard to pass.
7. To promote a pleasant meal experience, we ask that:
 - a. there be no running in the Common House during meal times
 - b. we use “inside voices.”
 - c. Parents/guardians/sitters provide sufficient supervision at any designated **children’s table**, remind kids to clean up, and then make sure the table is bussed and cleaned.

Meals teams

1. Meals are prepared, set up, and cleaned up by regularly scheduled teams of community members. The HUB strives to set the schedule for the year, so that everyone knows in advance when she/he is expected to work. If you can't fill your expected slot, it is your responsibility to find someone to take your job.
2. The meal team schedule is available on-line at www.cohousing.com/kitchenschedule.pdf.

Setup:

1. Setup should include a min. of 4 extra places to allow for flexibility in seating (family groups, guests, etc.), as well as leaving room for diners to bring their own food.

Cooks are responsible for:

1. Cooking for a fairly-wide range of dietary needs. We strive to include gluten-free, dairy-free, and vegetarian options at each meal.
2. Meeting budget to the best of your ability. The current (2018) budget is \$4 for adults and \$2 for children. Please see item 7 below for the required accounting, which includes pantry and supply expenses in addition to your grocery costs.
3. Considering the strong preference by diners for local, organic, safe food.
4. Posting Menus on the meals bulletin board well in advance. There are three clipboards, one each for Monday, Wednesday, and Special Meals (brunch, events, etc.). Menus usually have three options: 1) main option, 2) variation (usually vegetarian), and 3) generally a simple, child-friendly alternative. When last minute changes are made, cooks will strive to send an email.
5. Preparing for 4-6 extra people when they cook in order to insure there will be enough food for everybody.
6. Dealing with “leftovers.”
 - a. Sell them if possible
 - b. Label and date anything that will be left in refrigerator
 - c. Do not leave the type of leftovers in the refrigerator that someone else will have to throw out later.
7. Accounting for costs and getting reimbursed
 - a. Fill out form stapled on the back side of the sign-up sheet. It includes lines for food purchases made and for listing of items used from the pantry. Also, for each meal, there is a \$100 expense for other kitchen costs including detergent, scrub pads and sponges, plastic bags, etc.
 - b. Staple shopping receipts to the form, indicating your name and day of the meal (in case they are separated).
 - c. The Cohousing Kitchen has a credit account at Whole Foods. Shoppers should still submit these receipts but indicate that they are “Charges” on the accounting form.
 - d. You will be reimbursed by check. Do not give yourself a credit.
8. Accounting for meals eaten (see also, Meal Payment below)
 - a. Mark off the meals actually purchased and eaten under each account. Do this by crossing off one pre-payment box per adult and 1/2 box per child. Diners are responsible for paying for the meals they sign up for, whether or not they eat them.

Diners are responsible for:

1. Signing up in a timely manner. Cook will indicate when the sign-up period is over by highlighting the sign-up sheet. Last minute requests are challenging for most cooks, and it is the cook’s decision whether or not to accommodate them.

- a. Diners sign-up a) for the number of adults and children, and b) for the number of each menu option.
 - b. The far-right column is used to record for the cooks any special dietary needs.
 - c. Once the cooks have marked off the empty slots on the sign-up sheet, diners must check with the cooks before adding more people to the meal.
2. Creating their own “late plates” or requesting them from someone other than the cooks.
3. Diners should bus their own settings, or better yet, one person from each table can volunteer to clear the table. Please be respectful of dishwashers by clearing your table within a reasonable time.
4. Diners are expected to wash the table after it is cleared. Parents of young children are expected to sweep the floor under their child’s place and clean highchairs and boosters.
5. Parents of older children are responsible for having their children learn to bus, clear, and clean their own table, whether or not they are sitting at the same table.

Dish crew is responsible for:

1. Prepping the bussing station so diners can sort their returned dishes and utensils
2. Washing and sanitize all dishes
 - a. Follow posted instructions for sanitizer in kitchen
 - b. The sanitizer is not a dish washer; dishes need to be free of food before putting in dish sanitizer
 - c. To maximize water conservation trying using the red buckets to rinse the dishes rather than the spray hose.
 - d. Air drying all dishes. Dishes, utensils, and glasses should never be dried with a towel as this can transfer germs.
3. Washing and sanitizing all pots and pans
4. Cleaning all surfaces
5. Cleaning the floor
6. Taking out trash, compost, and recycling
7. Putting away the pots and pans that have had a chance to air dry. It is better to leave them to dry than to use a towel
8. Laundry: is handled by another person (2015), but dish crew should be careful to leave wet towels in such a way as to air dry rather than get moldy in the laundry basket.

Meal Payments

1. Setting up a meals account:
 - a. accounts can be established for resident Members, Associate Members and Wait List people who have signed up for a regular meal-related work slot. Meals for guests are charged to the account of their host.
 - b. To establish a meals account, contact Mark Johnson (2018)
 - c. If you want to eat meals in the community, you will need to pre-pay a set amount (we recommend a minimum of 10 meal slots per household member but that is your choice based on how often you eat in the community).

- d. As of 2018, Mark is in charge of tracking payment for meals. Periodically he will let a household or individual know if they are behind on pre-payments and ask them to increase their balance.
2. Cost per meal / leftovers (2015)
 - a. Adult meals \$4; Adults are over 13 years of age.
 - b. Children's meals \$2. Children are under 13 years of Age. Starting at age 12, parents should voluntarily decide if their child is eating as much as most adults and adjust payment to adult rate if appropriate. At age 13, payment is per full adult.
 - c. Meal Cost includes approximately \$.50 and \$.25 per meal surcharge to pay for all of the kitchen's costs including stock items, supplies, replacing dishes and equipment, etc. These costs are accounted for by the cooks (item 7a above under cook responsibilities)
 - d. **Leftovers** help our bottom line. See item 6, below.
3. Checks should be written to The Cohousing Kitchen and deposited into the folder in the mailroom.
4. Once you deposit your check into the envelope, you will block out the amount of meal credit you purchased with the highlighter pen provided on the bulletin board outside the kitchen door. Each household will have its own Payment Grid for this. Please put a date and check # next to your highlighted slots.
5. After the meal is prepared, cooks mark off meals on individuals' tally sheets.
6. Leftovers:
 - a. Payments are made by the individuals taking the left-overs (not by the cooks).
 - b. "Left-over" accounting sheet can be found on the wall to the right of the pass-through.
 - c. Each box represents one left-over meal and is worth half the cost of a meal served at the table (or \$2.00). If an individual takes a meals worth of food, enter an X. For a half meal, use a diagonal line.
 - d. If leftovers include expensive items such as meat and dairy, please consider this as well in your calculations. If meals came almost exclusively from our garden – enjoy a freebie!
 - e. Henry will periodically transfer this information to the regular meal accounting sheet, noted for your record.
7. You may eat a meal even if you have not pre-paid, but it is your responsibility to promptly make a payment so that you have credit again for more meals.
8. You can find replacement sheets for individual Payment Grids at the bottom of the payment sheet clipboard.

Food Staples and Kitchen Supplies

Food staples and kitchen cleaning supplies are ordered and/or purchased by several members of the community. There is notebook on the kitchen desk for listing items that need to be replenished.

GUEST ROOMS

General:

1. Our Community maintains two guest rooms for the use of members' families and friends.
2. As there are only 52 weekends in the year, **we recommend that each household be considerate of others and use this resource judiciously**

Reservations:

1. To reserve a room...
 - a. Look at the schedule on line for availability
 - b. email Ginny Elkin to reserve an available spot.
 - c. If rooms are booked when you need one, you may check with individual who reserved space to make sure their guest(s) will be using the space.

Cancellations:

1. If cancelling within 48 hours of a reservation, notify the community by email of its availability.

Payment:

1. There is no charge for the use of rooms by friends or family of members. However, if guest, family, or member is so moved, a contribution can be made in the envelopes provided.
2. If your household uses the room frequently or for extended periods of time, we ask for a contribution and that you check with the Common House Circle with regarding "fair use."
3. Acquaintances or business associates etc. are asked to contribute \$25 per night.

Use Guidelines:

1. Before your guest arrives, check the room to be sure it's ready. If your friend will not arrive until late, we suggest that the door to the room they will be using be closed and a "reserved" sign be hung on it.
2. There are two signs that say "Guest Rooms are occupied, please be quiet" They can be hung on the railing of the stairs to the Mezzanine and on the entrance to the guest room wing.
3. **BED-MAKING AND LINEN-WASHING:**
 - a. Please ask guests to return used towels to their room and not leave them hanging in the bathroom so that you can wash them, too.
 - b. After the guest leaves, on the same day, the host is asked to strip the bed and make it up with clean linens which are stored in the dresser in each room. The used sheets and towels should be washed and returned to the drawers ASAP.
 - c. **Check bathroom and shower for towels.**
 - d. The room should be tidied, **trash emptied**, and left ready for the next visitor.
 - e. Check bathroom supplies, and **empty bathroom trash if needed.**
 - f. Before leaving the room please initial and place on the bed a slip of paper indicating that you have made it up freshly. These are in a folder on the bulletin board.

“Un-sponsored” Guests:

1. If you make a reservation for a mild acquaintance who you don’t really know well, rather than a friend or family member, you are still responsible for them as spelled out above.
2. Un-sponsored guest bed-making and linens are the responsibility of the guest-room coordinator (Ginny Elkin in 2015)
3. Un-sponsored guests should be an occasional occurrence. For example, residents from other cohousing communities should not expect to use our guest rooms to visit their children in area colleges on a regular basis.

MEZZANINE:

General Use

1. The library is generally for quiet activity such as reading, thinking, individual study, quiet talk, and occasional TV / movie viewing.
2. The mezzanine can be reserved for special occasions such as small group meetings, storytelling, group readings, meditation sessions, and other special events by signing up on the master calendar on the Common House bulletin board.

Age Considerations

Because the Mezzanine is difficult to supervise and fun to play in, but generally considered a quiet space, the following guidelines were created:

1. School-age children, first grade and older, may use the Mezzanine on their own as long as they respect the purpose and rules of the mezzanine. "Rough housing" is not allowed.
2. Children below the first-grade level generally should have an adult companion to use the mezzanine. Adults are responsible for their children's use of Mezzanine even if they are absent and may be called upon to help address messes.
3. Visitors and other groups using the mezzanine should be asked to follow the above rules as well.
4. School-age children are asked not to bring meals or desserts to this space, as there is a history of messes left. Foods may be taken there in adult-sponsored events such as movie nights.

Furnishings

1. Furniture (including rolling chairs), books, supplies, and other items should stay in their place or be put back if found out of place.
2. Do not put furniture against the wall overlooking the Great Room; small kids could fall off.

Pool Table

1. Use of the Pool Table is limited to ages 14 and older. **An amendment to permit children under 14 to play in the presence of either a parent OR a "supervising" adult may have been created.**
2. All new users must be instructed in its use and will then be given the combination for the "toolbox" lock. The balls and cues must remain secure for safety reasons and because the felt is very expensive to replace. Please do not share combination with children under 14, non-residents and non-associates.
3. Drinks and food should not be consumed where they might spill onto the felt.
4. Balls and cues are only to be used for playing billiards
5. The table should be recovered after use.
6. **Take care not to ruin the felt on the pool table (a \$400 mistake!): Get someone to show you how to use a cue.**

Exercise Equipment

1. A small amount of basic exercise equipment (yoga pads, yoga blocks, hand weights, stretch bands) are kept in a locked trunk in the mezzanine. See Barb for combination

BASEMENT USE

Age Considerations

Because the Mezzanine is difficult to supervise and fun to play in, we ask:

1. Parent's supervise young children. Suggested unsupervised play minimum age: kindergarten with a parent's permission.
2. Provide supervision of this space during large events in which visiting children don't know the basic community rules

General Use

1. Kinds of Play: Because of size constraints, bikes and roller blades are allowed only when going in/out of basement. Because the basement is the only place for table games, gamers get precedence, thus kids riding on other wheels (trikes, unicycles) must watch out for players (and other people.)
2. Where: Play is limited to large open space. No playing in Meditation / Meeting Room, Root Cellar, Sauna, or Take-It-Or-Leave-It (or otherwise leaving it a mess).
3. Respect for property
 - a. Take good care of all play equipment, furniture and other property in the basement.
 - b. No rough-housing on furniture.
 - c. No playing near refrigerators
 - d. No banging balls, hockey pucks, or other objects against the walls in ways that leave marks or dents.
 - e. No climbing on ping pong tables, etc.
 - f. Cleanup after use.
 - g. No borrowing bicycles or other property without permission.
 - h. Report broken items to an adult immediately (eg light fixture, door knob, chair, etc)

Food:

1. School-age children are asked not to bring meals or desserts to this space, as there is a history of messes left. Foods may be taken there in adult-sponsored events such as birthday parties.
2. No taking food stored in CoFood area or fridge.

Cleaning:

1. Messes need to be cleaned up by those who made them as the Community work system does NOT includes basement cleaning (this only happens occasionally on work days or by volunteers).
2. CoFood shall clean up after distribution. This includes removal of all cardboard and wood pallets.

Reserving Space

1. Space can be reserved in advance on the calendar similar to other CH spaces, but, in general, access to and use of the open space is not to be restricted.

LAUNDRY

Original agreement: Users will pay utilities corresponding loosely to estimated energy use and approximately 25% of repair, maintenance, and replacement costs. (2/26/95)

General

1. The laundry room in the common house basement is available to Residents only.
 - a. Exceptions are occasionally made by special request and payment arrangements.
2. Renters can use the laundry room through agreement with their landlord who is ultimately responsible for their renters' training, use, and payments.
3. Laundry for extended family members, friends etc. should be done by the resident. Request for exceptions maybe considered.

Payment

1. Record your use of washers and dryers on the sheet provided. Landlords shall be responsible for including tenants on a single household account.
2. Users will be billed periodically for their use, by household, not by individual or renter.

Be considerate of others

1. Be considerate of those who will follow you: Please do not leave laundry sitting for long periods of time within machines, in baskets, or on the folding table.
2. There are cards available for informing other users on the status of your laundry ("please place in drier", etc)
3. Please help the community by moving kitchen laundry through the wash and dry cycles and ultimately moving it up to the great room for folding.

Detergent and No perfume products

1. Residents are responsible for providing their own detergent, etc.
2. Detergent should be labeled and stored neatly. Please remove any empty containers
3. Please do not use perfumed products, or drier sheets such as "bounce," as these are unpleasant and unhealthy to everyone and especially those with chemical sensitivities.

Maintenance issues

4. When there are leaks or machines break down, contact the community people responsible (listed on signs on the machines).

EXERCISE ROOM

Approved June 15, 2014 and added to September 9, 2014. This policy will be reviewed in 18 months: Dec. 15, 2015.

1. The exercise room is a valuable asset to the community, providing space and equipment for community members to use for personal exercise and wellness pursuits. While we recognize the value of this community resource, we also recognize that not all community members have an interest in using the space and, therefore, do not want to fund the space out of condo fees. In the recent community conversation, there was general support for some sort of hybrid solution, whereby the space would be funded by a combination of community funds and user fees. Exercise Room circle members met in early December 2013 and developed the following policy around usage and funding.
2. Funding would be split in the following way:
 - a. Community funds would be used for expenses related to the room itself; e.g., painting, flooring, lighting, ventilation, dehumidification, organizational items such as brackets for shelves and equipment storage, and cleaning supplies would be drawn from common house supplies.
 - b. Users fees would be used for expenses related to the equipment itself – purchase and repair of large equipment, purchase and repair of audio/visual equipment, small equipment purchases (balls, weights, etc).
3. Users will pay a yearly fee. The fee is on a sliding scale of \$25 - \$150 per year based on the level of usage and financial ability and chosen by the user. We hope that regular users who can afford it, will pay toward the high end of the range. This amount will be declared to Nancy Bair, who will keep a record of users and when they've paid. They'll be reminded when a year from their pay date is up.
4. Exercise Room users must be at least 16 years old or accompanied by an adult
5. Users will contribute 2 hours per year toward cleaning and maintenance of the space.
6. There is currently one piece of equipment owned personally and that is Peter Jessop's treadmill. Those who wish to use his treadmill will continue to arrange permission with Peter.
7. The lock on the Exercise Room door will be a combination lock. Only users will be given the combination.
8. Addendum to the Exercise Room Policy: The original policy was adopted as of June 15, 2014, with this Addendum coming out of a meeting held on September 9, 2014 to respond to a member's concern that there be more access by occasional users. Reason for Addendum: To provide a process and funding to allow non-resident guests and non-members to use the Exercise Room for one to a few times, over the time period of up to 1 month. Generally, the reason for this added policy is for visitors to the community or for community members wishing to try out the Exercise Room.
 - a. Guests in the Exercise Room will be sponsored by an Exercise Room Member who will orient the Guest User to the room and the equipment at the time of their first use.
 - b. Guests in the Exercise Room will sign in on the Guest Users sign-in sheet on the wall near the door each time they use the Exercise Room.
 - c. A Guest Fund will cover costs at \$5/use. Exercise Room Members, resident non-

members and Guest Users can contribute to the Fund (check or cash to Nancy Bair).

SAUNA ROOM/SHOWER:

The "Sauna Room/Shower" is also available year-round. There is a place to change your clothes and take a shower if you are using the sauna or the exercise room. There are a few guidelines for the use of the room:

1. Feel free to use the clean towels that are there. If you do, it is your responsibility to wash and return them. They are labeled "Sauna" to remind us all where they belong.
2. Ask a community member for orientation on turning the sauna on and use of water on the rocks, etc.
3. Do not bring glassware or food into the sauna.
4. Be sure you are medically fit to withstand the high level of heat. Do not use alcohol or recreational drugs while using the sauna.
5. Lock the door and turn off the lights when you leave. Key is the same key as the exercise room.
6. **Restrictions on use**
 - a. Member children under 14 may not use the sauna unsupervised
 - b. Member children over 14 may use sauna only after training regarding the guidelines above and at the discretion of a member sponsor. Member children may bring guests into sauna only when sponsored by hosting members.
 - c. Adult guests (including guest room visitors) may use the sauna only if they are sponsored by a member.
 - d. Young guests (under 18) are not allowed to use the sauna un-supervised.

TAKE IT OR LEAVE IT--TAKE IT (TIOLI-TI)

The TIOLI is a place to offer good, usable things to the rest of the community (including sponsored visitors). The TIOLI is completely cleaned out each spring and fall during the work day.

Allowed Items

1. Clean clothing, serviceable shoes, kitchen stuff, craft supplies, unbroken toys, etc are all OK.
2. If you want to leave something in the TIOLI ask yourself how likely it is that someone here will really want it.
3. Announce on Connect when there is a new donation
4. Take it away yourself if it is still there after a reasonable period of time.

Things not to leave:

5. It is not a place to get rid of stuff you don't know what to do with, or don't have time to take to the dump.
6. Please don't leave books, furniture, toxic substances or sharp objects. Small children do get in there.
7. Do not leave appliances, furniture, other larger household items or electronics in TIOLI; these should stay at your home and be advertised on Connect.

BICYCLE ROOM

BIKE ROOM POLICY - Common House Circle Dec. 20, 2015

Goal:

To increase bike use by improving the bike storage room (focus on ease of access and maintenance).

Reversibility: when and if carports are designed and built, we will consider how bicycles, trailers, and racks can be readily stored outside of the common house. The design of systems for this project will take into consideration the possibility of being moved to outdoor structure(s) at a later date.

General:

1. All bikes must have “assigned parking spaces”
2. Owners will sign up one time per year during the month before Spring workday. The update exists for the purpose of avoiding abandoned bikes and accommodating new space requests, and collecting storage fees
3. Each house is entitled to one bike space upon request. *See Bike Accommodation below.*
4. Wall Hanging System and space accommodation.
 - a. Nearly all bikes must hang on walls (not ceiling) for this system to work.
 - b. We will have a small area for roll-in parking of a few bikes (that cannot be hung and to accommodate a few people who are not comfortable rolling their bike onto a wall hook).

Fees:

The purpose of the fee is to pay for maintenance of the spaces and room and maintenance of the zip bike fleet.

1. \$5 per year for first spot (per individual).
2. Rental fee for the second bike is \$10 per year.
3. \$15 per bike that cannot be hung on wall (tandems, and recumbents,)

Bicycle Identification:

1. **Each bike space will be numbered** according to the house to which the bike belongs.
2. **Each bike space will display the owners name** with a tag and a sticker. This will be displayed next to your assigned bike parking space
3. **Each bike must display the owner's name** in a highly legible, prominent place on the bike, and such as it will not be washed out or off by inclement weather.
4. **Bikes in unpaid parking places:** Each Spring workday, Owners with bikes in un-renewed parking spaces will get phone call (ideally before workday) and then bike will be moved to their home of individual. Help will be offered to donate bike if you no longer want it.

Bike Accommodation

1. **Priority accommodation:** First priority spots are for a few “shared zip-bikes”. We will then prioritize accommodation of one bike per household (based on survey demand not on number of people in the community).

2. **Secondary accommodation:** A second bike per household will only be accommodated after “priority accommodation” has been met. Remaining spaces may be rented for "second bikes' based on frequency of use**.
3. **Priority locations:** we will attempt to maximize the convenient storage of regularly-used bikes, without hampering the access to less frequently-used bikes.

Other

1. **Trailers and racks** will only be accommodated after we have figured out the best system for the bikes and if there is still room. Priority will probably be given to “shared” items.
2. There will be a small area for bike pump and bike tools and other practical accessories especially for the zip bikes.
3. **Winter time storage policy:** we will consider if more bikes can come into room in the winter (when no longer readily accommodated on porches)

Use of Zip Bikes

1. Zip bikes are for use by members and their guests; Please do not loan out a zip bike to anyone who is not a guest.
2. Please follow the instructions posted in the bike room to sign out bikes and equipment
3. Ask Kit (2018) if you have questions

****"Frequency of use" will be determined subjectively by the home owners, and the bike room liaison who will visit the bike room frequently enough to notice which bikes are getting frequent use.*

Bike space renters are encouraged to treat bikes belonging to other people, all bike equipment (pumps, tools, etc.), and the entrance doors and floors with care and respect, including cleaning up after yourself if you use the area to work on a bike.. Zip locks and helmets, etc are not to be used by private bike owners.

Appendix A: Common House Reservations

we need to add parking to this

COMMUNITY CALENDAR RESERVATION

Event: _____

Day/Date/Year _____

Begin: _____ End: _____ [incl. time for set up/clean up]

If a repeating event, day of week or month: _____

SPACE(S) TO BE USED

- ☐ Great Room ☐ Kitchen* ☐ Basement Mtg Room
☐ Front Room ☐ Library ☐ Kids Room
☐ Other (where)? _____

* as event host,, I confirm I have attended a Kitchen Clean Up Orientation ☐

TYPE OF EVENT

- ☐ PRIVATE (Community NOT invited)
☐ Private (but Community is INVITED)
☐ Community Event
☐ Community/Committee/Team Meeting

Estimated # of Participants _____

- ☐ Check here if event meets criteria to make a contribution
(See back). PROPOSED AMOUNT: \$ _____

***Please make payment NOW (to CHCA) and WRITE
EVENT DATE & TITLE on your check. Put in Lucy's mail-
box. Thanks!***

Contact Name:

Phone:

Email:

Please fill out COMPLETELY & submit this request to Bob

**DON'T FORGET! PUT YOUR EVENT ON
THE CH WALL CALENDAR**

COMMON HOUSE CONTRIBUTION GUIDELINES

Contributions are voluntary to help offset CH utilities & other expenses. Use the sliding scale below to help calculate your contribution based on your event's demand on time length & space(s) to be used. See "Considerations" below for guidance.

Number Attending	For Use by Members with Family & Friends	For Use by Organizations
Up to 20	No contribution ***	\$15 – 60*
20 - 50	\$15 – 75*	\$45 -- \$150*
50 - 100	\$60 – 125*	\$90 -200*
Over 100 **	\$100 – 300*	\$200 – 500*

***Considerations for determining contribution amount:**

Number of participants
Space(s) being used
Length of time
Wear & tear on the space
Use in winter months (i.e. utilities, heat)
Fundraising events should contribute like other events

** Larger-scale events (over 75) or more than one day in duration need approval of the community. Review Approval Process on bulletin board near Community Calendar. Legal maximum: 200 in entire Common House, 92 in Great Room.

*** For the small group category (up to 20) used by Members with Family & Friends, no contribution is expected EXCEPT if the activity takes place over a longer period of time (more than a 1 day) and/or requires multiple spaces. Consider if your activity is keeping others from being able to use the CH for more than a half day or from coming in to cook a common meal or in other ways wish to use some part of the Common House. Then consider making a donation.

**Please indicate amount of proposed contribution
on the front of this event slip.**

When making payment (to CHCA), please **WRITE EVENT
DATE & TITLE** on your check. Thanks!

Appendix B: Common House Events Use—Organizer’s Checklist

BEFORE EVENT – RESERVING SPACE

The Common House is a fragrance-free, smoke-free and pet-free space (except for service animals).

- ☐ **ALL EVENTS:** Write event on wall Calendar (on hallway bulletin board). Fill out the form “Listing for Community Calendar” and put in Lucy’s mail box. Someone else could reserve space if you don’t inform Bob of your plans. **NOTE:** Because it is an extension of our homes and heavily used by all, the Common House is not available for use or rent by outside groups or individuals. The Common House is primarily for the use and enjoyment of the community’s residents and their guests. [Great Room capacity is 92; Mezzanine is 15]
- ☐ **LARGE EVENTS:** For events involving more than 50 people OR lasting more than 1 day, complete the steps above AND notify the community of your request to assure there are no objections.
 - Send a communitywide email at least a month ahead AND post request next to wall Calendar with a comments sheet and deadline to respond (1 week deadline)
 - Ask people to bring a change of shoes in the winter (to help preserve our wood floors)
 - Have adequate supervision on all floor levels
 - Have a parking plan, and someone to help with parking as folks arrive
 - No sleepovers (of any size) in the Library – it’s a fire code violation & dangerous to sleeping here
- ☐ **WINTER EVENTS:** Make sure walkways to and from parking are clear of snow and ice to avoid injuries!

DURING EVENT

- ☐ As Organizer and contact for your event, be sure that your participants:
 - Know how to use equipment in the kitchen
 - In winter, remove dirty shoes & boots (suggest bringing clean shoes for indoors)
 - For large events with kids/teens, provide supervision on all floors
 - Make sure fireplace is operated correctly

AFTER EVENT

ALL SEASONS

- ☐ **LOCK UP:** After 10 pm, lock up the common house (ALL DOORS) using an Alan Wrench (ask Common House Committee if you need the location)
- ☐ **KITCHEN FAN OFF:** Check that kitchen fan is turned off (dial on wall to left of stove)
- ☐ **LIGHTS OUT:** Turn off all the lights; check basement and library areas too.

WINTER USE

- ☐ **CLOSE WINDOWS:** Check all windows are closed & locked – tops too! Also basement windows. Locking helps control air leakage as well as slippage of top sash. Some windows are screwed shut because the top half falls down.

- ☐ **LOWER THERMOSTATS:** Reset all thermostats if changed (hit button that says “run program”)
- ☐ **FIREPLACE:** Close fire place dampers if fire is out. Return in the morning to do same if it is not.

CLEAN UP: Do the basics – leave all areas cleaner than you found it!

- ☐ Check every room for dishes and mess (including basement and kids rooms)
- ☐ Clean and organize beverage bar area (coffee/tea area, glasses, utensil buckets)
- ☐ Take out:
 - Trash
 - Compost
 - Recycling
- ☐ Wash & dry linens if a load has accumulated (napkins, towels, etc)
- ☐ Take care of all floors, sweep and mop as needed
- ☐ Turn off dishwasher and fan over stove
- ☐ Put away clean dishes, pans, wine glasses, etc