

Ten Stones Community Agreements

Common House Usage and Rental

Type of Document: Policy

Effective Date: January 2013

Last Revised: January 2020

Policy Contact: Common House Rental Manager

The Ten Stones Common House is a shared resource co-owned and maintained by community members. This document gives an overview of the various uses of the Common House, the rental rates, duties of the sponsor, duties of the rental manager, scheduling priorities, and member-user responsibilities. Attached, also, is the freestanding Rental Policies and Agreement document for renters who are not members of Ten Stones.

Agreement

The members of the Ten Stones Village Association agree that we are very fortunate to have a beautiful space where we can meet, share meals, and engage in a variety of community activities (our “Common House”). As there is often unused time available in the Common House, we agree that it serves the best interest of our Association to make the space available for a modest rental fee to members of the larger community. These rentals are to the benefit of the association and are integral to our ongoing operation of the Common House. (July 22, 2018)

Relevant Governance Document Clauses

[Declarations & Covenants, Use of Property, Common Property Use and Rights \(Article VII B\)](#)

[Declarations & Covenants, Compliance and Default, Liability \(Article XII A\)](#)

Uses of the Common House

1. *Ten Stones community events and activities* (e.g., community meetings and meals, Ten Stones group activities such as craft days or game nights.) Ten Stones community events and activities are the first priority for use of the Common House. A Ten Stones event or activity is one that is organized for the community and would not be taking place elsewhere.
2. *Private use by community members.* Community members may reserve the Common House for private use.
 - a. There will be an annual allotment of 4 free hours per lot, plus 4 free hours per working adult community member for reserved use. These free hours may be used for private uses. They may also be used for a non-commercial event by a community member who actively participates in/attends the event in person. Free hours may be shared among family members but they are not transferable outside of the household. Hours are not carried over from year to year.

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- b. Members should please be mindful that the Common House is a shared resource and allow everyone an equal chance to use it. For this reason, please refrain from scheduling repeating events more than two months in advance. Scheduling conflicts can be sorted out between the parties.
 - c. Once their free hours have been exhausted, community members will pay for their reserved use of the Common House at \$3/hour according to the rental rate schedule shown below.
 - d. The kitchen fee of \$10 is waived for members' personal use.
 - e. Community members are responsible for tracking the hours they reserve the Common House; the hours will be cross-checked by the rental manager. The rental manager will bill households for time utilized above the allotted hours on an annual basis, but if warranted she/he will bill at any time during the year that seems appropriate.
3. *Spontaneous use by community members.* Community members are welcome to use the Common House, including the kitchen, on a spontaneous, ad hoc basis whenever it is available. Members are encouraged to record their hours of spontaneous use on the sign-in sheet and put a contribution in the donation box or periodically write a check to Ten Stones.
4. *Use that is open to the community and reserved by community members.* Community members may reserve the Common House for an event to which the community is welcome. The community should be notified by email about the event at least a week before it is scheduled. Members should use their best judgement that such an event will indeed be attractive to others in the community; if not, the reservation should be for private use. Repeating open events may not be scheduled more than two months in advance. There is an expectation that community members and their guests will put a contribution in the donation box or periodically write a check to Ten Stones at roughly the rate of \$3-5/hour.
5. *Non-commercial use.* A non-commercial group may rent the Common House as long as it has a Ten Stones sponsor.
6. *Corporate/commercial use.* A corporate or commercial group may rent the Common House as long as it has a Ten Stones sponsor.

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Rental Rates

Community member private reservations	\$3/hour (after free hours)
Community member spontaneous use and open-to-community reservations	Contributions encouraged/expected
Non-commercial	\$6-\$10/hour sliding scale*
Corporate/Commercial	\$10-\$15/hour sliding scale*
Kitchen	Additional \$10 flat fee
Deposit	The rental manager has discretion whether and in what amount a damage deposit will be attached to any rental.

**Sliding scale is determined between the rental manager and the renter. Potential considerations include frequency of rentals; ability of renter to pay; time of rental (day/evening); and type of event (income-producing or not.)*

Ten Stones Sponsor

All rentals by someone outside of the community must be sponsored by a member of the Ten Stones Village Association.

The sponsor is responsible for explaining the rental agreement, detailing the renter's responsibilities, and showing him/her around the facility, including the proper use of kitchen equipment, lighting, and heat, as applicable. The sponsor is responsible for checking the building after the event to ensure that it is clean, trash has been removed, the lights and fan are turned off, the heat is turned down in winter, and the mudroom is tidy.

Any problems that arise as a result of the renter's use should be reported to the sponsor and the rental manager; the sponsor is responsible for resolution of the problem. Problems might include damages, inadequate clean up, parking or noise issues, and so forth. The sponsor will also convey to the community any problems that the renter might report, including malfunctions in the facility or people entering the space.

Rental Manager

The rental manager position is one of the jobs on the Ten Stones jobs rotation. The rental manager:

- Receives inquiries about the availability of the Common House.
- Keeps the google Common House calendar up to date and assists community members in using the calendar.
- Receives rental agreements from outside renters and obtains a Certificate of Liability Insurance if required.
- Calculates and collects the fees from renters and community members if applicable, and forwards them to the Ten Stones accountant.

Scheduling Priorities

Sunday evening rentals: The rental manager or community member making a Sunday evening reservation needs to check with the Steering Committee before booking the Common House. The Steering Committee has first priority for Sunday night meetings.

Friday and Saturday evening/Saturday and Sunday morning rentals: If an event is being scheduled more than 5 weeks in advance, the rental manager or community member making a reservation may book the Common House and then notify the meals coordinator, taking care to not book both Friday and Saturday nights, or Saturday and Sunday mornings of the same week. If wanting to rent the Common House less than 5 weeks in advance, the rental manager or community member needs to consult with the meals coordinator before booking the Common House on a Friday or Saturday night or Saturday or Sunday morning, giving preference to scheduling a Ten Stones meal or activity.

Recurring reservations and rentals should be run by the rental manager and the Common House committee before making reservations.

Member-user Responsibilities

House rules: Member-users are responsible for making sure that all of the member-users' guests abide by the following house rules:

- Park in designated areas, especially during snow and mud season. (If additional parking is needed, please check the status of the community overflow parking lot prior to the event. Also alert community members of the need for this extra space prior to the event.)

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- Remove outdoor shoes prior to entering the main space.
- No alcohol is allowed for commercial events.
- Clean the Common House according to the standards and guidelines on the list that is posted on the refrigerator, which explains the cleanup duties.
- Close doors and windows, and turn off the lights and ceiling fan when leaving.
- Turn off the two heaters (unless the outdoor temp is below 20F, in which case leave heat at lowest setting and in economy mode).
- Storage is not included except by special permission from the rental manager.

Kitchen: Please use the following guidelines to prepare and serve food:

- Do not use food from the stock supplies. This is solely for the use of Ten Stones meals.
- Be sure you know how to use kitchen equipment, including the dishwasher, stove, and appliances. The member is responsible for making sure that guests use the equipment correctly.
- The member is responsible for removing compost, trash, and recycling.

Wifi network: Common House. Password: community

In case of emergency: Please bring a cell phone. You may need to step outside of the building for reception. If emergency help is needed, please go to the nearest house for assistance.

Damages: Community members are responsible for any damages to the building or property incurred as a result of their use.

Ten Stones Common House
RENTAL POLICIES AND AGREEMENT
- For Renters -

This agreement will provide clarity and guidance for you while using the Common House. We want you to feel welcome and thank you for your thoughtful participation in using this space.

Type of event _____ Kitchen use Yes___ No___

Rental date/s _____ Rental time _____ Approx. # of guests _____

Renter's name _____ Phone _____

Renter's address _____

Renter's email address _____

Ten Stones sponsor _____

Fee total _____

Rental Rates

Non-commercial	\$6-\$10/hour sliding scale*
Corporate/Commercial	\$10-\$15/hour sliding scale*
Kitchen	Additional \$10 flat fee
Deposit	The rental manager has discretion whether and in what amount a damage deposit will be attached to any rental.

**Sliding scale is determined between the rental manager and the renter. Potential considerations include frequency of rentals; ability of renter to pay; time of rental (day/evening); and type of event (income-producing or not.)*

Ten Stones Sponsor

All rentals by someone outside of the community must be sponsored by a member of the Ten Stones Village Association.

The sponsor is responsible for explaining the rental agreement, detailing the renter's responsibilities, and showing him/her around the facility, including the proper use of kitchen equipment, lighting, and heat, as applicable. The sponsor is responsible for checking the building after the event to ensure that it is clean, trash has been removed, the lights and fan are turned off, the heat is turned down in winter, and the mudroom is tidy.

Any problems that arise as a result of the renter's use should be reported to the sponsor rather than the rental manager for resolution. Problems might include damages, inadequate clean up, parking or noise issues, and so forth. The sponsor will also convey to the community any problems that the renter might report, including malfunctions in the facility or people entering the space.

Renter Responsibilities

The renter is responsible for making sure that the renter's guests abide by the following "house rules":

- Park in designated areas, especially during snow and mud season.*
- Remove outdoor shoes prior to entering the main space.
- No alcohol is allowed for commercial events.
- Clean the Common House according to the standards and guidelines on the list that is posted on the refrigerator, which explains the cleanup duties.
- Close doors and windows, and turn off the lights and ceiling fan when leaving.
- Turn off the two heaters (unless the outdoor temp is below 20F, in which case leave heat at lowest setting and in economy mode).
- Storage is not included with rental except by special permission from the rental manager.

*If additional parking is needed, please check the status of the community overflow parking lot prior to the event. Also alert community members of the need for this extra space prior to the event.

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Kitchen

For an additional flat fee of \$10, renters are welcome to use the kitchen to prepare and serve food following these guidelines:

- Do not use food from the stock supplies. This is solely for the use of Ten Stones meals.
- Prior to the event, the renter must know how to use kitchen equipment, including the dishwasher, stove, and appliances. The renter is responsible for making sure that guests use the equipment correctly.
- The Renter is responsible for removing compost, trash, and recycling.

Wifi

The wifi networks is: Common House. Password: community

Emergencies

In case of emergency, please bring a cell phone. You may need to step outside of the building for reception. If emergency help is needed, please go to the nearest house for assistance.

Liability Insurance

Renters for 3 or more hours of use are required to provide a Certificate of Liability Insurance issued by their insurance company.

Damages

The rental manager has discretion whether and in what amount a damage deposit will be attached to any rental. With the exception of normal wear and tear, the renter agrees to pay for any damages to the building or property as a result of the rental activity. The rental manager and sponsor will work with the renter to appraise the damages, and payment will be made to Ten Stones Village Association.

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Payment

Rental fees are due in full at the time the reservation is confirmed. For ongoing events, after the first event, payments may be made on a monthly basis at the end of each month, or on a schedule agreed to with the rental manager. Checks should be made payable to Ten Stones Village Association and given to the rental manager.

Agreement

Renter's Signature _____ Date _____

Rental Manager _____ Date _____