

The purpose of this policy: to promote the harmonious use of the Common House, by residents and other users, of all ages, in order for us all to gain the maximum enjoyment and satisfaction from the building; and to have plans in place to ensure that the work that is needed to facilitate this is as effective and enjoyable as possible.

1. The Common House (CH) is the internal shared space in Bridport Cohousing, designed for the use and benefit of all residents and, by arrangement, the wider neighbourhood.
2. The CH contains the main hall, kitchen, office, laundry, sitting room, store rooms, toilets, quiet room and external sitting out spaces.
3. The CH will be managed by a circle formed of and by resident members, reporting to the Soil Circle, and will have responsibility for assisting residents of the neighbourhood to achieve the aims of this policy by:
 - ensuring there is sufficient input from residents to keep all aspects of the CH in good order;
 - ensuring we do all we can to make a lovely, secure space for residents and visitors;
 - support/encourage a zero tolerance of verbal and physical violence
 - comply with our other policies and external regulations around kitchen hygiene, child protection, fire safety and insurance;
 - managing the CH budget;
 - managing safety and security;
 - monitor noise levels;
4. The following CH areas will need ongoing organisation:

The physical areas within the CH:

 - The laundry, play room, sitting room with woodburner, kitchen, office, and food store;

Where necessary we will use risk assessments and protocols, to ensure the optimal, safe usefulness of these areas.

The areas of work within the CH

 - Regular cleaning and maintenance
 - Staffing the office - for receiving mail, storing records, answering enquiries, managing residents' accounts with BC - eg annual payments, ensuring legal compliance, etc;
 - Taking internal and external CH bookings from resident members, non-resident members and the wider community and managing the charges (water/power?);
 - Managing the CH running costs;
 - Liaising with hirers;
 - Managing shared meals, food store and food (see item 7);
 - Managing safety and security;
 - Managing noise levels, eg when people leave a social event they are sympathetic to people sleeping in surrounding homes;
 - Generating rotas to cover these areas of work.
5. Children are welcome in the kitchen for supervised activities and when rostered to cook; but not otherwise, for reasons of safety.
6. Shared meals will be available as frequently as residents want them; 3 times a week is a benchmark suggestion; for more information see our 'Common House Food Policy'.
7. Pet owners are requested not to bring their pets into the common house, or onto the terrace where food is served.