

The purpose of this policy: to promote the harmonious use of the Common House, by residents and other users, of all ages, as a community hub to facilitate the maximum potential benefit and enjoyment of the building. This document will inform the community about how to effectively manage the day to day use of the building to grow and strengthen the community at Hazelmead.

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, and external sitting out spaces.

3. The CH will be managed by a sub circle, reporting to the Community 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 all residents to keep all aspects of the CH in good order.
- ensuring that we make an inclusive and positive space for adult and children residents and visitors.
- encouraging tolerance and respect between all users of the facility.
- comply with our other policies and external regulations around kitchen hygiene, safeguarding child protection, fire safety and insurance; by offering relevant training as required.
- liaising with the Finance Circle in order to manage the CH budget.
- managing safety and security with a community led public lettings policy.
- Mutually agreeing curfews for bookings and general acceptable noise levels.

4. The following CH areas will need ongoing organisation:

The physical areas within the CH:

- The laundry, sitting/meeting room, 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 - e.g. annual payments, ensuring legal compliance, etc; Car club admin.
- Taking internal and external CH bookings from resident members, non-resident members and the wider community and managing the charges.
- Managing the CH running costs and liaising with the Finance Circle;
- Liaising with hirers and making sure they understand our booking terms re. privacy/parking etc.
- Managing shared meals, food store and food (see item 7);in line with Common

House Food Policy.

- 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, under 12, 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.