



Hastings County  
Community and Human Services, Housing Services  
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**Hastings County Community and Human Services  
Hastings Local Housing Corporation  
Administrative Policies and Procedures**

<b>SUBJECT :</b> Common Room and Common Spaces Policy (formerly Common Room Policy)		
<b>APPROVED BY:</b> Hastings County Council		
<b>POLICY #:</b> HLHC 15		
<b>ORIGINAL ISSUED</b>	<b>SUPERCEDES</b>	<b>CURRENT VERSION</b>
March 2020	July 2020	October 2023

**PURPOSE**

The purpose of the Common Room and Common Spaces Policy is to streamline the practices in all the common rooms and common spaces in apartment buildings owned and operated by the Hastings Local Housing Corporation (HLHC).

**SCOPE**

This policy applies to all persons including, but not limited to: tenants, members of tenants’ households, visitors, guests, business invitees, employees, contractors and support service providers living at, working at, or visiting any common room or space.

**REQUIREMENT**

The HLHC has a requirement to ensure that specific fire, health and safety policies and procedures are communicated and followed during the use of the common rooms and spaces in properties owned and operated by the HLHC.

Hastings County reserves the right to close and lock the common room when deemed appropriate.

**RULES**

1. The common room is available for the exclusive use of the tenants of the building and their guests.
2. No use of the common room shall be deemed as “private” to ensure the common room is available to all tenants at all times.



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3. All tenants that use the common room and kitchenette must clean up after themselves after each use.
4. All tenants and guests that use the common spaces throughout the residential complex, including common rooms, laundry rooms and hallways, must be dressed appropriately for public space (shirts must be worn, no pajamas, wear shoes/footwear).
5. No one is permitted to “borrow” anything from the common room for their own personal use in their apartment (for example: tables, chairs).
6. Children are permitted in the common room with supervision by the tenant if they are there to visit.
7. Pets are not permitted in the common room, with the exception of designated and approved service animals (see HLHC 6 – Pets and Service Animals Policy).
8. Smoking/vaping, alcohol use and/or consumption of cannabis is not permitted in the common room.
9. Common room users are reminded to be respectful of each other while sharing the use of the common room.
10. No discarded/unwanted items are to be left in the common room or spaces in the hope that someone else may want or have a need.
11. Tenants will not install locks on cabinets/closets/appliances preventing anyone from accessing what is determined to be available for all to use.
12. Food preparation is not permitted in the common room. Dishes, cutlery, and utensils are to be of the disposable type only. Charging for food is not permitted, however donations may be accepted.
13. Home Sales Parties are not permitted in the common room but may be held in your own unit.

## **REFERENCES**

Residential Tenancies Act, 2006  
Health Protection and Promotion Act, 1990