



## Housing Durham

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|-------------------------------------------|-------------------------------|-----------------------|
| <b>Title: Tenant Use of Common Spaces</b> |                               |                       |
| <b>Policy #: CRR-7-1</b>                  | <b>Issued: September 2025</b> | <b>Page #: 1 of 4</b> |
| <b>Revised:</b>                           |                               |                       |

### 1. Policy

- 1.1. This policy outlines the rules and procedures related to tenant use of the common spaces within Housing Durham buildings.
- 1.2. This policy aims to foster a safe, respectful, and inclusive environment for all residents and their guests. It ensures the space is used responsibly, maintained cleanly, and accessible to everyone.
- 1.3. This policy applies to all residents and their guests that use common spaces within Housing Durham sites.

### 2. Related Resources

- 2.1. [Common Space Code of Conduct](#)

### 3. Definitions

- 3.1. **Common Space:** refers to all shared spaces and common rooms within Housing Durham locations. This may include shared kitchens, lounges, games rooms, shared outdoor spaces, or others.
- 3.2. **Single Event or One Time Use:** A community event, open to other building residents or members of the community on a single occasion.
- 3.3. **Reoccurring Event or Reoccurring Use:** A community program that runs on a repeating basis, open to other building residents or members of the community.

### 4. Use of Common Space Rooms

- 4.1. Common spaces are for the use of all residents within a Housing Durham property.
- 4.2. All residents are welcome to use the common spaces and to participate in all activities that take place in the common space.
- 4.3. Private events are not permitted in common spaces (i.e. birthday parties).
- 4.4. Exception to 4.3 would be where a third party has booked space using the external agency application (i.e. community tax clinic, meditation, third party agency appointments, etc.)

## **5. General Rules**

- 5.1. The following rules apply to all uses of common space:
- No storing of personal belongings in common room spaces, including no personal food/drink to be stored in the fridge/freezer.
- 5.2. No private parties are permitted, all events must be open to all residents (see 4.4).
- No alcohol or substances permitted (stored or consumed).
  - No games of chance or gambling (i.e. BINGO, poker, etc.) involving money are permitted.
  - No cooking of private meals is permitted.
  - No pets are permitted, service animals excluded (see section 6 for other exceptions).
  - Children under the age of 16 must be always supervised by an adult.

## **6. Exceptions to the General Rules**

- 6.1. There are circumstances where the general rules noted in section 5 may be temporarily suspended by Property Management.
- 6.2. When an exception is granted by the Property Manager the tenant(s) will be advised verbally which rules an exception was granted for and the timeline for which the exception applies.

## **7. Behaviour Expectations**

- 7.1. Residents must be respectful of each other and the physical space.
- 7.2. The use of abusive, threatening, or obscene language is prohibited.
- 7.3. Physical abuse will not be tolerated.
- 7.4. Proper clothing must be worn in all common spaces, this includes shirts and shoes.
- 7.5. Residents must adhere to the Crime Free Community Housing Policy and the Race and Ethnic Relations Policy as outlined in their lease while in common spaces in accordance with the Human Rights Code.

## **8. Roles and Responsibilities**

- 8.1. Residents are responsible to:
- Follow all common space rules as outlined in section 5 and 7 of this policy and the Common Room Code of Conduct.
  - Ensure any guests' behaviour align with the rules as outlined in section 5 and 7 of this policy and the Common Room Code of Conduct.
  - Request in advance any exceptions to the general rules.

- Ensure all residents feel welcome in the common spaces and can participate in any event or activity taking place in the common spaces.
- Clean up after their use of the common room.
- Ensure that common areas and their contents remain undamaged.
- Report any damages, maintenance issues, or rule violations to Property Management in a timely fashion.

8.2. Property Management is responsible to:

- Enforce all rules in section 5 and 7 of this policy and the Common Room Code of Conduct.
- Enforce penalties as outlined in section 9 where appropriate.
- Approve, as appropriate, requests for exemptions to the general rules.
- Post publicly common room hours of operation and a schedule of bookings if applicable.
- Ensure that damages or maintenance issues are forwarded to the maintenance team for action.

## **9. Penalties for Rule Violations**

- 9.1. Common area usage rules establish guidelines for resident behavior in shared spaces aimed at maintaining a safe and pleasant living environment.
- 9.2. Failure to follow the rules outlined in this policy can lead to penalties up to and including termination of tenancy.
- 9.3. Residents are encouraged to attempt to resolve issues related to common room use and rules in a respectful way amongst themselves.
- 9.4. Where a resolution cannot be found or if a resident does not feel safe addressing issues directly with another tenant, then violations can be reported directly to property management.
- 9.5. The reporting process should be used only when necessary. If it is found that false reports are being made, or the process is being misused than the process outlined in 9.2 shall apply to those deemed to be misusing.

## **10. Booking Space**

- 10.1. During regular common space hours, as set out and posted by the Property Manager, common spaces will be open to all residents to use.
- 10.2. Common spaces may be booked by residents for a specific single event, or one time use by contacting the Property Management for booking approval. The event must be open to all residents in the building. For example, a social event for all residents to gather.

- 10.3. Common spaces may be booked by residents for reoccurring events, not to exceed 6 months at a time, by contacting the Property Management for booking approval.
- 10.4. Community agencies may at time also seek approval to book single events or reoccurring events in common spaces with Property Management approval.
- 10.5. Events in the common space must be open for all residents to attend. Private events are not permitted.
- 10.6. When an event is taking place in a common space, all residents must still be able to access the area—even if they are not participating in the event.
- 10.7. A schedule of common space bookings will be posted by Property Management.
- 10.8. Approvals for booking common space will be at the discretion of the Property Management but will generally follow a first come first served process for approval.

## **11. Inquiries**

- 11.1. For additional information regarding this policy please contact your buildings' Property Manager.