

Guidelines for Room Reservations

Consensus reached at Plenary, 10/12/15

NOTE: In discussing the reservation process, we found it helpful to first delineate different *event types* and *a list of schedulable resources*, as much follows from that.

Event types:

- *official community events* -- plenaries, steering, regular meals -- will be reserved/booked far in advance by the community.
- *special events* (i.e., weddings, bat mitzvahs, significant birthdays) can be booked as far in advance as a TS host wants.
- *personal events* can be booked up to 3 months in advance (to avoid scheduling conflicts with official community events)

Schedulable resources:

- dining room/kitchen (booked as a unit)
 - media room
 - courtyard (behind large red building)
 - patio (once constructed)
 - sitting room
 - multipurpose room (where guests will occasionally stay)
 - office
1. Sign out is on a first come/first serve basis using the above priorities/timelines. Once something is on the calendar, only the reserver can take it off.
 2. When reserving rooms, please be aware that it is a limited community resource shared by others.
 3. The playroom must always be available for all TS children and is not available for reservations.
 4. Members of other LiLaCC cohousing communities may reserve resources directly using the resource booking system¹, subject to the same above guidelines as Touchstone residents, as long as they list a Touchstone resident as their sponsor. The sponsoring Touchstone resident is ultimately responsible for the reservation as if it were their own.

¹ This system is not in existence yet, and granting access to our interim spreadsheet to the other communities would be challenging. But the permanent system, once built, will accommodate access by all three communities, and will require a sponsor to be listed for non-TS bookings.