



Town of Rimbey Policy Manual

Title:	Community Centre Rental Procedures	Policy No:	2202
Date Approved:	January 23, 2017	Resolution No:	028/17
Date Effective:	January 23, 2017		
Purpose:	To define rental and lending procedures at the Community Centre.		
<p>Policy Statement:</p> <p>All community center bookings shall be through the Recreation Office. Recreation staff shall ensure the following:</p> <ol style="list-style-type: none">1. A damage deposit must be paid not more than 14 days after booking the facility.<ol style="list-style-type: none">a) Bookings that are cancelled 30 days or more before the date of the event, shall have their full damage deposit refunded.b) Bookings that are cancelled 15 to 30 days before the date of the event, shall have 50% of their damage deposit refunded.c) Bookings which the renters are absent or bookings cancelled with less than 15 days notice, shall have the entire deposit forfeited.2. "On file" security deposits may be left with the Town of Rimbey by individuals and community groups that are in good financial standing with the Town of Rimbey. The "on file" deposit ensures that the renter may rent any facility within the Community Centre and not have to pay a deposit each time. "On file" deposits do not guarantee permanent annual bookings. It is the responsibility of the renter to rebook their event each year. The deposit is a minimum of \$350.00 and is returned without interest when the individual or community group requests.3. The facility rent must be paid 14 days prior to the event taking place.4. Verify that the renter has complied with all conditions of clean-up etc. A checklist for each renter will be provided for this purpose.5. If there are damages or the renter did not comply with the conditions of clean-up, the cost to rectify these conditions, will be deducted from their damage deposit.6. Furniture and equipment from the Community Centre are not normally lent out to anyone; however, any exceptions to this rule must receive prior approval from the Director of Community Services.			

7. All renters must agree to the terms and conditions provided in the Community Centre Rental Agreement and Disclaimer, as amended from time to time by resolution of Council, and attached to this policy.

Initial Policy Date:	June 28, 1986	Resolution No:	346/86
Revision Date:	September 14, 1994	Resolution No.	413/94
Revision Date:	December 13, 2005	Resolution No.	437/05
Revision Date:	January 23, 2017	Resolution No.	028/17

Peter Loughheed Community Centre Rental Agreement and Disclaimer

Please read and sign this form.

Event: _____ Event Date: _____

1. It is the responsibility of the Renter to read and understand the contents of this agreement/disclaimer.
2. The Renter and also the individual signing this application agree to be responsible for and to pay on demand to the Town of Rimbey (1) All fees payable and (2) Any damage to the building or its equipment caused by the user or the users guests, during the rental or event set up/decorating period.
3. All rental fees are to be paid not less than two (2) weeks prior to the rental date or the rental is subject to cancellation.
4. All security deposits shall be paid not more than 14 days after the facility has been booked. Dates not secured with a deposit may be removed from the booking calendar without notice to accommodate other Renters.
5. Cancellation policy:
 - a. Full deposit returned if the event is cancelled 30 days or more prior to event date.
 - b. One half of the deposit returned if event cancelled 15-30 days prior to event date.
 - c. Loss of deposit if event cancelled less than 15 days prior to event date or if the renter is absent.
6. The Renter understands that it is their sole responsibility to maintain control and care of their event and attending guests at all times, and that the Town does not provide staff to act in any other manner than building supervision. Initials: _____ ****
7. The Renter is responsible for all licenses, permits and insurance where required.
8. A copy of the liquor permit is required one week prior to the event. PLEASE NOTE: It is the sole responsibility of the Renter to read, understand and follow the regulations of the liquor permit.
9. The Renter acknowledges and agrees, that the Town of Rimbey assumes no liability or responsibility whatsoever in respect of any loss, or damage incurred by any person or entity as a result of the acts or omissions of any person who has ingested any alcoholic beverage at any function operated or sponsored by the user at the Rimbey Community Centre.

The Renter also acknowledges and agrees the Town has advised the party that it does not carry insurance coverage in respect of such party alcohol liability (PAL) and has suggested that the user consider obtaining suitable insurance coverage for potential party alcohol liability in respect of such function. Initials: _____ ****

10. Building staff will require the names of four people attending your event to act as a contact/security. These people must be identified by the renter and will be asked to attend to matters that may pose a problem to staff or other patrons. These persons are asked to remain until the event is completed and all guests have left the building:

11. As the building is not necessarily staffed for event set-up or decorating, facility Renters are required to arrange these times in advance with Recreation Services.
Setting up for an event a day in advance cannot be guaranteed
12. Posters, notes or decorations are not to be taped, stapled or tacked to any walls. Also, the use of any type of tape (other than the specialized floor tape) or the use of markers on any floors, whether erasable or not, is *absolutely* prohibited within the Community Centre.
13. Extensive set-ups requiring extra use of the facilities will need to be arranged well in advance. Please note that regular facility charges will apply in all situations where the set-up of your function conflicts with, prevents or limits the use of the facilities for other users.
14. No food or drinks are permitted outside the rented venue, including food service tables.
15. The Community Centre shall be closed to the public and vacated no later than 3:00 a.m. after each rental. Failure to vacate the premises by the specified time, without exception, shall result in an additional charge of \$100.00+GST per hour.
16. The Renter agrees to be responsible for the clean-up requirements of the facility as explained in the Rental Guide and perform these tasks to the satisfaction of building staff prior to leaving the Community Centre. *Renters are responsible for cleaning any extraneous messes which pose a health hazard (i.e. blood, vomit, feces, etc.). These messes, should they occur, need to be cleaned up immediately and to the satisfaction of our Building Staff. Failing to do so will result in a forfeit of the security deposit and possible extra charges for cleaning done by building staff.*
17. Each party shall indemnify and hold harmless the other party, the other party's employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which it is legally responsible, including those arising out of negligence or willful acts by the responsible party, its employees or agents. This hold harmless provision shall survive this Agreement.
18. The Town reserves the right to arrange cancellation of any reserved times due to unavoidable circumstances. Every effort will be made to reschedule.
19. The Renter agrees to comply with and be bound by all rules and regulations concerning the operation of the premises.

Signature of Renter

Date

Recreation Staff Representative

Date



Facility Rental Cleaning Checklist

*Please note that Kitchen Cleaning is separate from this list

The following must be done immediately following your function:

1. Remove decorations and bag all garbage.
2. Clear all tables of garbage, dishes and linens. (Bags are provided for rented linens)
3. Clean bar area including fridge, counters, sinks, dishes, coffee urns and remove all alcohol. Bar floor must be swept and wet mopped.

The Renter is responsible for the following if the 'Clean Fee' has not been arranged and paid for in advance:

4. Tables and chairs are to be wet wiped, stacked and put back into storage areas. Tables need to be stacked tabletop to tabletop to avoid damage.
5. Chairs are put away in stacks of 10 in 7 rows. Please note that staff needs access to the control panel in the storage area and enough space to walk between the chairs and the wall on the right-hand side is necessary.
** Tables and chairs not put away properly may result in extra billing. **
6. Floor dust mopped, spills wet mopped (You do not need to wash the entire floor).
7. Check bathrooms: toilets flushed, counters wiped down. ***Extraneous messes such as vomit, feces or blood presents a significant health hazard to building staff, therefore, the cleaning of such is the sole responsibility of facility renters.***
8. All garbage bagged and taken to dumpster (outside the North Entrance).

Clean up not done to the satisfaction of building staff will result in extra charges being billed to the Renter by the Town of Rimbey, or having the charges deducted from the Facility Deposit.

It is not permitted for Renters to come in to the Centre the day after their event to clean up unless the facility has been booked and paid for in advance.

I understand and agree to the above terms.

Signature

Date

Witness

Date