



POLICY ADM.13 VILLAGE OF RYCROFT COMMUNITY HALL RENTAL

Department: Administration

Date Approved: June 18, 2019

Rescinds: ADM.13, Oct 2011

Council Resolution Number: 2019-6-18-181

POLICY: The Village of Rycroft will have consistent and fair procedures in regards to the renting of the Rycroft Community Hall.

PURPOSE: The Village of Rycroft will be responsible for ensuring that the operation and maintenance of the Rycroft Community Hall is beneficial to the patrons and the community as a whole. These procedures will outline the process for booking, making deposits and payment.

GUIDELINES AND PROCEDURES:

1. Hall bookings are made through the Village office, and are entered into google calendar.
2. **ACCESS:** Renters must allow time during their rental period to set-up and clean-up the Hall. Equipment and material may be delivered prior to the booked time, provided Village grants permission, and there are no other booking conflicts. All equipment and material must be removed immediately after the event as per the time booked, unless other arrangements are made.
3. **DECORATIONS:** Any decorations used inside and/or outside the Rycroft Community Hall must not leave any visible marks when removed. Push-pins, staples, nails, masking tape, duct tape and extra sticky tape must not be used. Allowable items are blue "Stick'um", painters' tape, or string to hang items from existing fixtures. Failure to remove any decorations, including all materials used to attach them, will result in an additional charge for labour or repair being deducted from the damage deposit.
4. **FOOD & ALCOHOL:** An AGLC liquor permit must be purchased by the renter for the event if alcohol is to be served at the hall. Renters must purchase a third party liability insurance policy with a minimum of \$2,000,000 coverage. The renter must follow all conditions and guidelines as required by the AGLC permit, and the Village does not accept any responsibility that may ensue as a result of the distribution of alcohol.

The Catering food handling permit is the responsibility of any renter or their caterer. The renter is required to remove all their food and drink items, supplies, and equipment from the kitchen area at the end of the rental period. Dishes must be sanitized in the commercial dish washer prior to being returned to the cupboards. Failure to do so will result in the forfeiture of

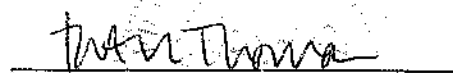
the damage deposit.

5. **SMOKING:** Smoking is only permitted in designated outside areas.
6. **CLEAN UP:** A clean up list is posted in the kitchen, janitor room and table storage room. Renters must complete all lists of clean up duties. These duties include:
 - ENSURE ALL TABLES AND CHAIRS ARE WIPED DOWN AND PUT AWAY.
 - DRY MOP OR SWEEP ALL FLOOR AREAS – main hall, kitchen, bathrooms, & front entrance
 - SPONGE UP OR MOP ANY SPILLS
 - REMOVE ALL DECORATIONS AND SIGNS, TAPE, OR STRING USED – damage from using the inappropriate attachment may result in repair charges
 - WIPE DOWN ALL SURFACE AREAS IN KITCHEN AND BATHROOMS – includes cupboard fronts
 - CHECK TO MAKE SURE ALL TAPS AND TOILETS HAVE NO RUNNING WATER – kitchen, bathrooms, janitor room
 - WIPE DOWN ALL SURFACE AREAS ON APPLIANCES IN KITCHEN
 - ENSURE STOVES, DISHWASHER AND COFFEE POT ARE TURNED OFF. FOLLOW POSTED INSTRUCTIONS FOR USE. DO NOT UNPLUG COFFEE MAKER
 - TAKE AWAY ALL FOOD AND EMPTY BOTTLES
 - BAG ALL GARBAGE AND PUT BAGS IN GARBAGE BIN IN PARKING LOT
 - ENSURE ALL DOORS ARE LOCKED
 - TURN OFF ALL LIGHTS – main hall, kitchen, bathrooms, coat, janitor and storage rooms
 - RETURN KEYS
7. **HOURS OF OPERATION:** The Hall is generally available for use between the hours of 6:00 am and 2:00 am.

BOOKING GUIDELINES:

1. Hall events are booked on a first come, first served basis through the Village office and entered into google calendar. The renter's name, phone number, rental amount, and any additional information about the event are entered into the calendar which is colour coded as follows: YELLOW for a tentative booking, GREEN is a paid for booking, and RED is a cancelled booking. A BOOKING IS NOT CONFIRMED UNTIL ALL FORMS ARE COMPLETED AND PAYMENTS ARE RECEIVED.
2. The renter fills out a rental agreement and pays the fees.
3. Only one set of hall keys are signed out for the event and can be picked up at the Village office during office hours. If an event is on the weekend the key must be picked up during regular office hours on the Friday before the event.
4. After the event the caretaker visits the Hall to clean and ensures that there is no damage, and the renter followed the cleaning check list. If the Hall is deemed clean by the caretaker, the deposit is returned to the renter.


 Mayor


 Chief Administrative Officer