



**VILLAGE OF HARRISON HOT SPRINGS**

**POLICY**

POLICY NAME	POLICY NUMBER	4.7
<b>MEMORIAL HALL USE</b>	DATE ADOPTED	AUGUST 13, 2012
	DATE AMENDED	SEPTEMBER 10, 2012

**1. PURPOSE**

To establish procedures for the rental of Memorial Hall

**2. DEFINITIONS**

“Confetti” means paper, any form of glitter, rice or any other material

**3. POLICY**

**1.) Booking Procedures**

- All bookings shall be made through the Village Office on the form provided.
- Tentative bookings may be made by telephone or e-mail but written confirmation complete with booking deposit must be received within two weeks at the Village Office or the tentative booking will be cancelled.
- Set up and clean up times are included in the allotted rental time. Any additional time will be charged at the appropriate hourly rate.

**2.) Rental Rates**

- See Miscellaneous Fee Bylaw

**3.) Deposits and Keys**

**Booking Deposit**

- A booking deposit of one day’s rental (or the full fee for an hourly rental) shall be paid at the time of booking. The booking deposit will become part of the rental fee.
- The booking deposit will be entirely forfeited where a booking is cancelled by the renters within 14 days of the date booked.

### **Damage Deposit**

- A damage deposit as specified in the miscellaneous fee bylaw shall be paid 2 weeks prior to the scheduled event.
- The damage deposit will be completely forfeited if confetti is used in or around the hall.
- Where the required clean-up has not been completed as required, an amount equal to the costs to perform the clean-up, including an administrative overhead fee of 15% shall be deducted from the deposit. If the cleanup cost exceeds the amount of the damage deposit an invoice will be generated to recover the balance.

### **Keys**

- The balance of any funds due shall be paid to the Village before any keys will be issued.
- All keys are the property of the Village and any duplication of keys by anyone other than Village personnel will result in an automatic forfeiture of the damage deposit and loss of future booking privileges of that individual or group.
- The damage deposit will be entirely forfeited where the keys are not returned to the Village Office.

### **Hourly Rentals (Monday thru Friday only):**

- Keys are available from the Village office for pick-up within 1 hour prior to rental time.
- Keys are to be returned to the Village Office within 1 hour after the rental time has expired.

### **Weekday Rentals (Monday thru Thursday):**

- Keys are available from the Village Office for pick-up after 8:00 a.m. on the day of the event.
- Keys may be returned via mail drop at the Village Office and shall to be returned prior to 8:00 a.m. of the day following the booked rental time.

### **Weekend Rentals (Saturday or Sunday):**

**Saturday rental:** Keys are available for pickup from the Village Office at 4:00 p.m. on the Friday prior to the event, as a courtesy. If the renter requires use of the hall on Friday evening the corresponding hourly rate will be charged;

**Sunday rental:** Keys will be available for pick up from Village staff on duty at 8:00 a.m. on the day of the event unless a mutually agreed time after 8:00 a.m. has been arranged.

- Keys may be returned via mail drop at the Public Works Office and shall to be returned by 8:00 a.m. of the day following the booked rental time.

#### **4.) Post-Use Procedures**

- It is the responsibility of the user to leave the hall clean and tidy. Clean up shall be completed immediately following the event and within the time for which the hall is booked. Following each use, the hall will be inspected by Village staff to ensure that both it and the contents have been left clean and in good order. The results of the inspection will be submitted directly to the Village Office and will be a pre-condition to the return of the damage deposit.

#### **Cleaning**

- Main hall floor shall be swept by all private users. Community users will also be required to damp mop all floors.

#### **Kitchen (when used)**

- Floor shall be swept and mopped.
- Counters washed.
- Stove top and oven shall be left in the same condition in which they were found.
- Fridge – everything used by the group shall be cleaned out and the inside left in the same condition in which it was found.

#### **Upstairs**

- Dressing rooms, if used shall be cleaned and vacuumed.
- Washroom shall be cleaned and the garbage emptied.

#### **Box Office**

- If used, shall be cleaned out and swept.

#### **Equipment**

- All equipment belonging to the user group shall be removed from the hall by the end of the event.
- All the equipment belonging in the hall, including tables and chairs, shall be stored in their original storage location.

**Damage**

- Any broken or missing equipment belonging in the hall shall be fixed or replaced and reported to the Village Office.
- Any damage to the hall shall be repaired or reported to the Village Office.

**Miscellaneous**

- All the equipment provided for cleaning the hall shall be cleaned and replaced in the area provided.
- Only 3M pull-away tab or tape may be used to attach things to the walls. It can be found at most hardware stores. Items cannot be affixed to the walls by any means that would puncture the surface of the wall.
- Garbage shall be bagged and tied securely and left by the rear exit of the Hall.