

# GLENWOOD COMMUNITY HALL BOOKING POLICY



(Council motion 2015-03-05)

When booking the Glenwood Community Hall the following stipulations apply

- 1) A \$50 user fee must be paid up front, as well as a \$100 refundable deposit.
- 2) The \$100 deposit will not be refunded if the hall is not left in as clean and good repair as it was when you found it. If damages and/or cleaning cost are in excess of \$100 the booker will be charged by the Village accordingly.
- 3) The \$50 user fee is refundable only if the booking is cancelled a minimum of three days before the booked date.
- 4) If booking 6 or more reservations at a time a 50% discount is available.
  - a. Reservations must be paid at point of booking in order to be eligible for discount.
  - b. Only one deposit need be paid for these bookings.
  - c. If hall is found in an unsatisfactory condition, a new deposit will be required to continue with bookings left.
  - d. If reservations are cancelled to the point of less than 6 bookings regular price will be applied to remaining bookings.
- 5) The following terms are considered agreed upon with receipt of door code, and payment of fee/deposit:
  - a. RENTAL AGREEMENT
    - i. Absolutely NO TAPE of any kind is allowed on the walls of the Building.
    - ii. Please leave the Hall as clean, or cleaner, than you found it.
    - iii. Use hot pads when placing hot items on any surface.
    - iv. All dishes and utensils used are to be washed with bleach and put away.
    - v. Kitchen cupboards and stove are to be cleared and washed clean.
    - vi. Clean all tables before putting them away.
    - vii. Kitchen, entrance, and bathroom floors are to be swept & mopped, then empty and rinse the mop bucket and put away. Stand the mop upside down.
    - viii. Garbage is to be bagged and placed by the north door in the back room.
    - ix. Please return the tables & chairs to the back closet, not just the back room.
    - x. Please DO NOT SLIDE chairs or tables across the floor.
    - xi. All carpeted areas must be vacuumed (including front entrance rug). The vacuum is in the Furnace Room. Please do not touch any "light switches" in furnace room.
    - xii. Please leave bathrooms clean, with taps turned off COMPLETELY, and be sure toilets are flushed.
    - xiii. Ensure that no damage occurs to the piano, furniture or any other fixture.
    - xiv. PLEASE turn the heat back down to no lower than 15 degrees C.
    - xv. The use of the building must be completely finished by 11:00 p.m.
    - xvi. PLEASE be sure all doors are locked, PROPERLY LATCHED, and this CODE card is returned to the drop-box at the Village Office or brought in during business hours if you want your deposit refunded.