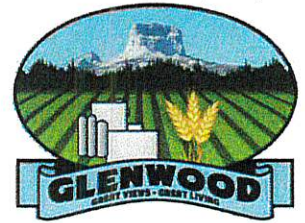


GLENWOOD COMMUNITY HALL BOOKING POLICY



When booking the Glenwood Community Hall, the following stipulations apply (Council motion 2015-03-05):

- 1) A \$100 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 \$100 user fee is refundable only if the booking is cancelled a minimum of three business 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, or in dumpster south of building behind the Parlour/Museum.**
 - ix. **Please return the tables & chairs to the back room, as you took them out.**
 - 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. If something happened leave a note.**
 - 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.**