April 20,2022

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.**

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