

Schedule "A"

Community Hall Rental Policies

Revised Sept 2014

Attached to and forming part of the Community Association Facility Rental Agreement (the "Rental Agreement")

General Information

- The Highland Park Community Association (HPCA), as Proprietor in the Rental Agreement, reserves the right to cancel the Rental Agreement without notice upon any breach by the Renter.
- The HPCA Community Hall (the "**Hall**") must remain accessible to the HPCA Board of Directors, the Hall Manager, or their designate at all times.
- The HPCA reserves the right to approve use of areas based on the mandated use of the building. Access may be denied in the event that the use is deemed to be inappropriate by the HPCA Board of Directors for reasons such as when the activity
 1. Conflicts with the community mandate, or
 2. Conflicts with an existing HPCA program, or
 3. Causes undue disturbance to other occupants in the building or area residents.
- The Renter must ensure its event abides by all applicable City of Calgary Bylaws as well as with the policies outlined hereinafter.
- The Renter must ensure its event abides by all applicable Province of Alberta Liquor Laws relating to the serving and consumption of alcohol.
- The Renter is a minimum 18 years of age, and will provide photo ID and proof of age with a valid Driver's License.
- **Smoking is NOT permitted inside the Hall.**

Booking Procedures

1. Contact the Hall Manager to establish the date, time and rate for your event.
2. Confirm your event by completing the Rental Agreement and this Community Hall Rental Policies document and by paying the booking deposit. The Booking Deposit comprises a portion of the total rental amount. If booking within 14 days of the Agreement Period, both the sum total of the rental amount and damage deposit are due at the time of booking.
3. Note: Any outstanding rental fees must be paid in full 14 days prior to the event. Failure to provide this payment will result in the cancellation of your event and the forfeiture of your deposit.
4. The Renter will be provided an invoice and receipt of their payment for all monies paid to the Association upon completion of each payment. Renters will not be granted any credit.

Canceling a Booking

- Cancellations must be made 14 days prior to the event for deposits to be refunded.
- All cancellations occurring within 14 days of the Agreement Period are subject to a \$25.00 processing fee.

Damage Deposit

- The booking deposit will suffice as damage deposit and will be held until after the event takes place.
- **Payments are to be made by cash, cheque or money order.** In addition to any bank charges, a \$25.00 fee will be charged for NSF cheques.
- The Renter is responsible for accidental or intentional damage to the Facility and its contents for the duration of the Agreement Period, while the Facility is in the Renter's care, custody and control. The Renter is additionally responsible for the proper behavior of all Guests while entering, occupying or leaving the Facility.
- **The Facility will be inspected prior to and after the Agreement Period.** A check-in/check-out report will be prepared (Schedule "B"). As long as no damage has occurred, no excess janitorial services are required, and all keys to the Hall are turned in, the damage deposit amount will be returned to the Renter at the address on the Rental Agreement via mail within (30) days following the event.
- **Keys:** The Renter shall be responsible for the key(s) signed out as well as for the security of the Facility associated with the use of such key(s). No copies of assigned key(s) shall be made and the keys must be returned immediately following the Agreement Period by arrangements made between the HPCA representative and the Renter. If keys are lost or stolen while in the Renter's possession, the full total of costs associated with re-keying the facility locks will be the responsibility of the Renter for which damage deposit funds will also be deducted. Keys will be considered to be lost if not returned within 48 hours.
- **The Renter is responsible for leaving the Hall in its original state.** In the event that damage is incurred or that extra janitorial or repair services are required (for example, to remove decorations, dispose of garbage, extra cleaning or patch/repaint due to wall damage) in excess of the deposit amount, Renter will be deemed responsible and will be invoiced following the event. The Association will deduct from the Damage Deposit funds the cost of cleaning and performing other remedies at the rate of \$50.00 per hour.

General Policies

Noise/Door Entry/Exit

The Renter must abide by City of Calgary Noise Bylaw # 5M2004 restrictions, and any other legislation introduced from time to time regarding noise. Therefore, **all doors must remain closed and noise levels reduced after 10pm**, and thereafter only the main NW door may be used for exit/entry. Non-compliance of this policy will result in a forfeiture of the damage deposit.

The Renter agrees to maintain the number of Guests defined on the Facility Rental Agreement form.

Kitchen Facilities, Food, and Beverages

- As mandated by the Calgary Health Region, no "home prepared" food may be served to the public.
- Food items cannot be left or stored in the Hall.
- Glass bottles are allowed in the Hall, but absolutely no glass bottles are permitted outside the Hall.

Promotion/Signs/Decorations

- No signs or decorations are allowed to be attached or in anyway affixed to the building exterior; **the renter will be responsible for the costs of any damage or defacement to property.** In addition, a \$50.00 per hour charge will be applied to the renter for time spent by HPCA in the undertaking or management of repairs arising from damages or defacement caused by the renter. No tacks, nails or screws are permitted to be used on the walls or floors.
- Confetti, rice, or the like is not allowed on HPCA premises; an additional cleaning fee of \$125.00 will be applied if such materials are used.

Animals

- With the exception of service animals assisting a person with impairment, animals are not allowed in the Hall.

Alcoholic Beverages

- It is the responsibility of the renter to obtain the proper Liquor License for the event. A copy must be supplied to the HPCA. The Renter must also display a copy at its event.
- **Note: Alberta Liquor Control Board rules do not permit homemade wine, beer or liquor to be served.**

Clean up

- 1) Clean up must be completed by the designated vacating time. A cleaning charge of \$50.00 per hour will apply for any action taken by HPCA. The Renter is responsible for all clean up of the rental space including:
 - a. Removal of garbage to outside bin located in the parking lot.
 - b. Generally restoring the space to the condition in which it was rented including but not limited to:
 - i. Cleaning washrooms,
 - ii. Cleaning all tables used and stacking them in their original location,
 - iii. Cleaning all chairs used and stacking them (maximum of 10 chairs high) in their original location,
 - iv. Removing all decorations including any tape used,
 - v. Cleaning walls and floors of all spills and sweeping.
 - vi. Collecting and disposing of discarded cigarette butts from outdoor smoking areas.
 - vii. Turning off all lights,
 - viii. Confirming all exterior doors are latched.
 - c. If the kitchen, including fridges and appliances, are being used as part of the rental, they must be cleaned after the event.
- 2) All items belonging to the Renter (or parties related to the Renter) are the responsibility of the Renter, and not HPCA, unless otherwise agreed upon in writing. If items belonging to the Renter are left behind, all damages or losses incurred to said items are the responsibilities of the Renter. Any items left behind without written agreement will be subject to storage fees in the amount of \$30.00 per hour.

Safety

- Pyrotechnic equipment, candles, or any other source of ignition are not allowed inside the hall.
- Absolutely no weapons are permitted on the HPCA premises.
- Emergency exits, corridors, fire panels, pull stations, fire extinguishers, first aid kits, emergency phones, exit lights, and alarms must remain clear and accessible at all times.
- All occupants of the building must exit immediately upon sounding of the Hall's Fire Alarm.
- Information concerning any incident/injury occurring at the Hall must be reported to the Hall Manager as soon as possible; for Emergencies, contact 911 immediately. Use of items within the first aid kit must be documented and reported to the Hall Manager as soon as possible following the event.

Insurance

- The Renter must acknowledge the Association DOES NOT provide any insurance coverage for the Renter's participants or activities.
- The Renter agrees to provide proof of Third Party Liability Insurance coverage for protection of themselves and their Guest users against any bodily injury or property damage arising from their activities in renting the Association's Facility.
- The Renter agrees to obtain proof of business insurance on behalf of all external businesses hired for the rental activity. The Renter will provide the businesses proof of insurance to the Association for inclusion with the original Facility Rental Agreement form.
- Applicable Renter insurance may include: Personal Property & Liability Insurance (for individual/group Renter), Special Events Insurance, or Commercial General Liability Insurance (for business, corporation, and institution Renter).
- **In renting the Hall, the Renter agrees to take the premises at his/her own risk and agrees to indemnify and save harmless HPCA against any and all claims arising from any incident, including any injury or damage sustained by the Renter, any guest of the Renter, or any third party arising from the rental of the Hall or use of any equipment in the Hall.**

Schedule "A"

Privacy Policy

The Renter consents to the collection, use and disclosure of his/her personal information provided herein, to meet all regulatory requirements, facilitate the rental and all payments required hereunder, and for future program and facilities planning purposes.

By signing this agreement, the Renter declares that he/she has reviewed, understands, and agrees to comply with the rules and policies outlined in this document.

CONTRACT NO. _____ RENTER _____ DATE _____

Schedule "B"

Inspection Report In: Completed By: _____

Tables, chairs and equipment stored properly as indicated in Clean up notes	All areas used including the entry, bathrooms and kitchen are swept and mopped	
Dishes or kitchen items are clean and in storage	All appliances, counters and tables are clean	
Equipment Rented and condition:		
Wall condition:		
Floor condition:		

Inspection Report Out: Completed By: _____

Tables, chairs and equipment stored properly as indicated in Clean up notes	All garbage bagged and placed in the garbage bin outside	
All areas used including the entry, bathrooms and kitchen are swept and mopped	All decorations and signs (including tape) have been removed	
Dishes or kitchen items are clean and in storage	All appliances, counters and tables are clean	
Equipment Rented and condition:		
Wall condition:		
Floor condition:		
Noise levels and max. occupancy were acceptable		
All lights shut off, doors locked and keys returned to cleaning room		