

# Rental of Springwater Township Facilities

## Township of Springwater

### Policy Statement

Springwater Township facilities are available for use, at a fee, to members of the public and organizations. Having the facilities available for rent will provide a venue for local community groups to come together to learn, socialize, network, promote the Township, provide a service to the community and generate revenue for the Township.

### Purpose

The purpose of the Rental of Springwater Township Facilities Policy is to provide guidelines and a fee structure for the use and rental of the facilities.

### Scope

This policy applies to all potential renters with respect to the use of designated facilities and rooms within the Township.

### Definitions

“**Accessible Parking Permit**” means an authorized permit issued to individuals by the Ministry of Transportation and entitles the vehicle in which it is displayed to be parking in a designated accessible parking space.

“**Administration Centre**” means the Springwater Township Administration Centre located at 2231 Nursery Rd., Minesing ON L0L 1Y2.

“**Boardroom**” means the lower level meeting room located at the Administration Centre.

“**Community Services**” means services delivered or provided by a government agency for the community (example, Federal Passport Clinics).

“**Committee Room**” means the upper level meeting room located in the centre of the Administration Centre.

“**Corporate Services Department**” means the Corporate Services Department for the Corporation of the Township of Springwater.

“**Council**” means Council for the Corporation of the Township of Springwater.

“**Council Chamber**” means the Council Chamber contained within the glassed partitions on the upper level in the Administration Centre and does not include the lobby or foyer located.

“**Gallery**” means the lobby and foyer located on the upper level in the Administration Centre adjacent to the Council Chamber.

“**Not-for-profit**” means entities, normally without transferable ownership interests, organized and operated exclusively for social, educational, professional, religious, health, charitable or any other not-for-profit purpose. A not-for-profit organization’s members, contributors and other resource providers do not, in such capacity, receive any financial return directly from the organization.

“**Recreation, Parks and Properties Department**” means the Recreation, Parks and Department for the Corporation of the Township of Springwater.

“**Regular Business Hours**” means Monday to Friday from 8:30am to 4:30pm, excluding holidays.

“**Rental Facilities**” means a facility owned by the Township that is available for rent and includes the facilities within the Township that are available for rent and includes the facilities listed in Attachment C – Schedule of Fees.

“**Renter**” means any person or organization who applies to rents the facilities in the Township.

“**Township**” means the Corporation of the Township of Springwater.

## **General**

This Policy shall be administered by the Corporate Services and the Parks and Recreation Departments.

This Policy shall be referred to as the ‘Rental of Springwater Township Facilities Policy’.

This Policy shall come into force and effect on the day of passing.

This Policy shall be reviewed annually.

## **Authority**

The authority for the Rental of Springwater Facilities Policy shall be by the approval of the Township of Springwater Council.

## Attachment A

### Procedures for the Rental of Springwater Recreation Facilities

#### General

Community halls within the Township provide facilities for community recreation programming and social events. The primary uses of the facilities are to provide recreation programming and locations for the community to come together. To keep the facilities sustainable, the halls are available for rent to the general public for various types of events.

To maintain public safety, the following are terms and conditions for renting the facilities within the Township. It is the renter's responsibility to notify their group of the below terms.

All rental requests are to be scheduled on a 'first-come, first serve' basis.

All facilities are smoke-free. It is the responsibility of the renter to supervise the function and enforce the no smoking rules. Failure to comply may result in a fine and/or loss of any deposit and future rental privileges.

Renters are to pick up keys to the rented facilities at the Administration Centre during regular business hours. Keys for week day rentals are to be picked up the morning of the rental. Weekend rentals are to be picked up the Friday prior to the rental. Keys are to be returned as soon as possible following the rental. Outside of regular business hours, keys can be dropped off in the drop box outside of the Administration Centre.

Assistive listening devices are not available within the recreation facilities.

#### Renting Facilities

All recreation facilities are to be booked through the Recreation, Parks and Properties Department with the completion of the applicable application with the exception of the **Grenfel Community Hall** and **Midhurst Community Centre** which are to be made through the Recreation Service Boards. Additional terms of agreement may be required for specific facilities as determined by the Recreation Hall Boards. These terms are located within Attachments E – G of this policy.

The Township reserves the right, entirely at its discretion, to accept or reject an application for use of any of the facilities. The Township shall settle all disputes and be the final authority. The Township may, if necessary, cancel rentals at any time. If possible, advance notice will be given.

## Set up and Clean Up

The renter shall be responsible for set up, take down and storing of chairs, tables etc. in the appropriate storage area(s). The renter is responsible for returning the premises back to the general condition of cleanliness and repair to which it was found.

Where additional cleaning of the premises is deemed to be necessary, the renter agrees to pay the cleaning charges as determined by the Township.

## Fire and Emergency Safety

The renter agrees to read the fire safety plan for the rental facility and communicate this information to the users during the function. Open flames are not permitted in any Springwater Facility. All exits must be kept free and clear from obstructions at all times.

Maximum attendance at the facilities will be governed by the Fire Regulations in the Township as specified below:

Facility	Permitted Occupancy of Facilities
Elmvale Arena – Ice	1,400 persons
Elmvale Arena – Springwater Room	165 persons
Elmvale Community Centre	220 persons
Heritage Park, Elmvale	n/a
Anten Mills Community Centre	60 persons
Grenfel Community Centre	60 persons
Hillsdale Community Centre	45 persons (upper), 90 persons (lower)
Midhurst Community Centre	140 persons (upper), 78 persons (lower)
Minesing Community Centre	150 persons
Minesing Community Centre – Bowling Alley	60 persons

The renter agrees that the Township shall not be responsible for any injury to the renter or any person or persons using the facility whether arising by reason of negligence, theft, fire or any other incident that may occur.

## Hours

The hours for renting the facilities will be determined on the application. All music and loud noises must stop at 1:00am. All persons in attendance must vacate the building by 1:30am. All renters are to comply with the noise levels as determined in the Township's most current Noise By-law.

## Fee Structure

The complete list of fees for all facilities is listed in Attachment C – Schedule of

Fees. Applicable HST will be added to all fees.

All bookings will be secured contractually. The renter is personally responsible for payment of the rental in advance of the event unless otherwise stated. At time of booking, all renters are required to pay immediately a \$100 confirmation deposit. A \$50 fee will be charged to any renter who provides the Township with less than 2 business days notice of a cancelled booking.

The renter is responsible for reimbursing the Township for any damage caused by improper use of the rental facility due to direct negligence on the part of anyone connected with the rental or attending the function.

Fees determined for renting facilities under management by community hall boards also apply to municipal government functions.

## **Insurance**

If required by the Township, the renter will take out a comprehensive policy by public liability and property damage insurance acceptable to the Township. This policy should provide coverage for any single accident to a minimum of one million dollars (\$1,000,000.00) exclusive and cost against loss of or damage to property arising in connection with the activity as a result of any act or omission of the organization. Such policy shall name the Township as an additional insured. The applicant shall provide a copy of the policy or certificate to the Township prior to the date of the function.

## **Food and Beverages**

The renter shall notify and obtain the required permits from the Simcoe Muskoka District Health Unit for events which include the preparation and/or serving of meals.

Liquor may be sold or served only in rental facilities designated by the Township and under the authority of a special occasion permit. Liquor may only be served in the area designated on the permit. Renters using the premises are responsible for obtaining the permit. Permits shall not exceed beyond 1:00am (2:00am on New Years' Eve).

The renter is responsible for providing, delivering and removing all liquor and equipment necessary for the sale and consumption of liquor after the event is over. All evidence of the liquor shall be removed within 30 minutes after the expiry of the permit.

The renter must supervise the sale and consumption of liquor, and enforce and abide by all regulations of the Liquor License Act (R.S.O. 1990) and the Township.

## **Attachment B**

### **Procedures for the Rental of the Springwater Township Administration Centre**

#### **General Use of the Administration Centre**

The primary use of the Administration Centre is to provide a workspace for Township employees to conduct their required tasks as well as provide a venue for residents to access Township services. The primary use of the Council Chamber is to provide a formal space for Council meetings and other committees of Council.

The Administration Centre can be used by the public and organizations for Council approved or endorsed community celebrations and events. Hosting these types of celebrations will promote the Township and the community.

The Township recognizes that the facility is under public ownership and that the public have the right to access the facility. Keeping this in mind, Township related activities will be given priority to all the rooms within the Administration Centre.

Some examples of meetings that take priority in the Council Chamber include Regular Council, Planning Committee, Committee of Adjustment, and OMB hearings.

There are many features of the Administration Centre that are appealing to potential renters including sophisticated IT equipment in each meeting room for formal presentations, accessible venue with accessible listening devices, large capacity (Council Chamber, Council Chamber with Gallery), ample parking and a convenient location.

All rental requests are to be scheduled on a 'first-come, first-serve' basis.

The Township reserves the right to make changes to facility bookings to accommodate Township use and will notify the renter should this be required.

The Administration Centre is smoke free and smoking is only permitted 7.5m (25 feet) away from entries, outdoor air intakes and operable windows.

The serving or selling of liquor is not permitted within the Administration Centre.

The Township reserves the right to designate staff to attend any function to ensure that all regulations are being observed and respected.

The rental use of the Administration Centre must be compatible with the normal use of the facility at the time of the rental.

## Renting the Administration Centre

To reserve the facilities, renters must complete an application form two weeks in advance of the event.

Bookings of the Administration Centre from outside organization are to reserve the space through the Corporate Services Department.

Events that require a member of staff or an appointed member of Council in the conduct of their official capacity with the Township, may use the Administration Centre at no fee provided that the staff member or member of Council is in attendance for the full duration of the event.

Facilities are to be booked using internal booking arrangements (shared calendars, Microsoft Outlook).

## Set Up and Clean Up

Arrangements for setting up for a function must be made at the time of booking. The renter shall be responsible for set up, take down and storing of chairs, tables etc. in the appropriate storage area(s). The renter is responsible for returning the premises back to the general condition of cleanliness and repair to the renter exiting the facilities.

The tables and chairs in the Committee Room and Boardroom are not to be rearranged or removed.

All renters will be provided with 30 minutes before and after their rental time to set up and clean up.

## Fire and Emergency Safety

Open flames shall not be permitted in any space in the Administration Centre. The renter is to be aware of the contents of the Fire Plan and in the event of a fire, is to follow the approved plan.

Maximum attendance will be governed by the Fire Regulations in the Township as specified at the Administration Centre:

<b>Administration Centre Rooms</b>	<b>Permitted Occupancy of Rooms</b>
Council Chamber	80 persons (+ 15 with desks)
Council Chamber and Gallery	80 + 130 persons (+ 15 with desks)
Committee Room	10 persons
Boardroom	16 persons

All exits must be kept free and clear of obstructions at all times.

## **Regular Hours, After Hours and Holidays**

The Administration Centre is open to the public and available for rent from Monday to Friday from 8:30am to 4:30pm. The facilities are also available to rent after hours, on weekends and holidays. The Township may require staff to be present during the booking. Therefore, an increase in fees will occur.

The rental of the facilities after hours and on holidays would be contingent on staff availability.

## **Fee Structure**

All renters who use the facilities are subject to a fee. Not-for-profit renters are subject to a fee, but at a reduced rate during regular business hours. Not-for-profit renters are not required to show proof of status on the application. Other government agencies may use the facilities for no charge provided that the use is to provide a community service.

The renter will be responsible for payment of all damage costs arising from the misuse of property. A security deposit may be required at time of booking. The amount of the deposit will be determined based on the use of the facility.

A \$50 fee will be charged to any renter who provides the Township with less than two (2) business days notice of a cancelled booking.

A complete list of all of fees is attached as Attachment C – Schedule of Fees.

Applicable HST will be added to all fees and are to be paid in advance of the booking.

## **Insurance**

If required by the Township, the renter will take out a comprehensive policy of public liability and property damage insurance acceptable to the Township. The policy should provide coverage for any single accident to a minimum of one million dollars (\$1,000,000) exclusive and cost against loss of or damage to property arising in connection with the activity as a result of any act or omission of the organization. Such policy shall name the Township as an additional insured. The applicant shall provide a copy of the policy or certificate to the Township prior to the date of the function.

## **Use of IT Equipment**

IT equipment has been installed in all applicable rental facilities in the Administration Centre. If the renter wishes to use this equipment during their occupancy, the specific equipment must be booked in advance. As well, renters are required to pre-arrange a training session with an appropriate Township employee prior to the occupancy. This will ensure that the renter receives instructions on the proper use of the equipment.



## **Parking Requirements**

Parking is available for free for all renters of the Administration Centre. During regular business hours renters attending activities at the Administration Centre are required to park in the side area to ensure immediate access to Township services.

Renters requiring the accessible parking spots may do so by displaying their Accessible Parking Permit.

A map identifying available parking locations is attached to this policy as Attachment D – Overview of Parking Lot.

## **Exemptions**

Exemptions to this policy may be permitted through Council resolution. Written requests for use of the facility for other purposes or at a reduced fee may be submitted to Council for consideration on an individual basis. The letter of request should be submitted to the Corporate Services Department at least one month prior to the requested booking date for inclusion on the next regular Council agenda.

The authority to grant exemptions may also be extended to the Chief Administrative Officer in the event that a Council meeting is not scheduled prior to the rental request.

## Attachment C

### Schedule of Fees

#### Springwater Recreation Facilities

Facility	Address & Features	Rates
<b>Elmvale Arena – Ice</b>	14 George St, Elmvale <ul style="list-style-type: none"> <li>• Ice Time</li> </ul>	<ul style="list-style-type: none"> <li>• Minor- \$127</li> <li>• Adult - \$166.41</li> </ul>
<b>Elmvale Arena – Springwater Room</b>	14 George St, Elmvale <ul style="list-style-type: none"> <li>• 2,500 sq. ft.</li> <li>• Elevator</li> <li>• Kitchen with large pots, coffee urn, fridge, stove, no dishes</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting -\$25 / hour</li> <li>• Event with ice rental \$78.75</li> <li>• Alcohol event with ice rental \$157.70/ hour</li> <li>• Mon. to Thurs. \$210</li> <li>• Fri. to Sun. \$288.75</li> <li>• Minor Clients (no alcohol, no kitchen) \$131.25</li> <li>• Hourly (no alcohol, no kitchen) \$26.25</li> </ul>
<b>Elmvale Community Centre</b>	33 Queen St. W, Elmvale <ul style="list-style-type: none"> <li>• 2,800 sq. ft. (main floor 42' x 82') vinyl floor</li> <li>• No PA system</li> <li>• Kitchen with 3 urns, stove, sandwich bar, dishes, dishwasher</li> <li>• Rectangle tables only 20 x 6' (seat 6), 10 x 8' (seat 8), 24 x 3' x 3' (card tables)</li> </ul>	<ul style="list-style-type: none"> <li>• Weekday for profit \$275</li> <li>• Weeday not-for-profit \$150</li> <li>• Fri. to Sun. \$450 _ \$200 security / cleaning / damage</li> </ul>
<b>Heritage Park, Elmvale</b>	118 Queen Street West, Elmvale <ul style="list-style-type: none"> <li>• Pavilion with serving kitchen, fridge,</li> </ul>	<ul style="list-style-type: none"> <li>• Pavilion Resident - \$50</li> <li>• Pavilion Non-Resident - \$75</li> </ul>

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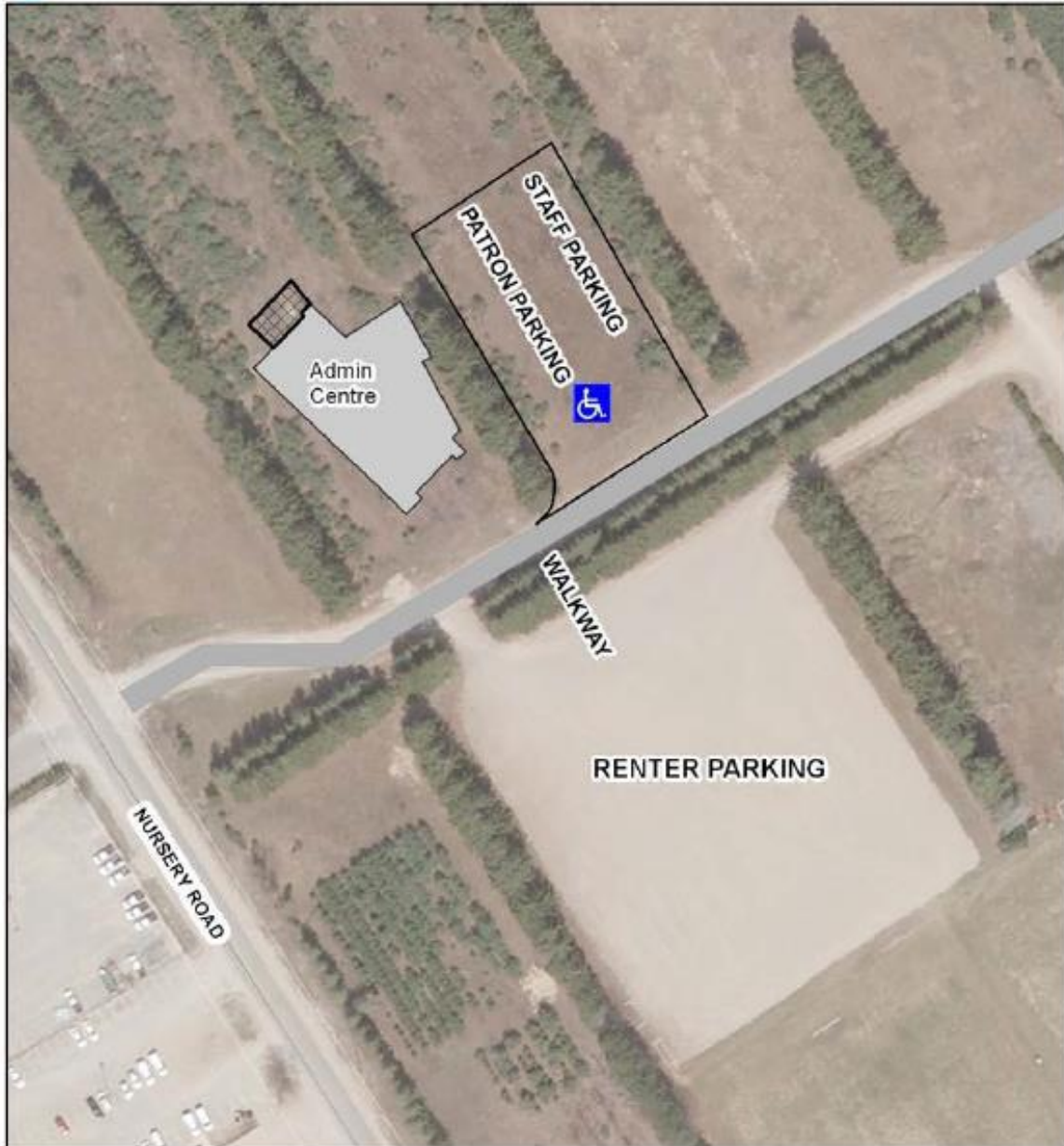
Facility	Address & Features	Rates
	washrooms (no stove) <ul style="list-style-type: none"> <li>• Amphitheatre, hydro (i.e. concert at pavilion)</li> </ul>	<ul style="list-style-type: none"> <li>• Amphitheatre Resident - \$25</li> <li>• Amphitheatre Non-Resident - \$35</li> <li>• Hydro - \$10</li> </ul>
<b>Anten Mills Community Centre</b>	3985 Horseshoe Valley Road., Anten Mills <ul style="list-style-type: none"> <li>• 750 sq.ft.</li> <li>• Wheelchair accessible</li> <li>• Kitchen, stove, fridge, (no dishwasher)</li> <li>• Hall, Edwards Outdoor Rink, playground, pavilion, baseball diamond</li> </ul>	<ul style="list-style-type: none"> <li>• Full day - \$180</li> <li>• Funeral / shower/ child birthday party - \$50</li> </ul>
<b>Grenfel Community Centre</b>	1989 Sunnidale Road., Grenfel <ul style="list-style-type: none"> <li>• 2,947 sq. ft.</li> <li>• Not accessible</li> <li>• Kitchen with fridge, stove, dishes</li> <li>• Contact Grenfel Hall Board (Anita Moore, 705-733-5277)</li> </ul>	<ul style="list-style-type: none"> <li>• Afternoon / Evening on Mon. to Thurs. - \$60</li> <li>• Morning / Afternoon / Evening on Fri. to Sun. - \$100</li> <li>• Fri. to Sun. with Alcohol - \$200 + \$50 damage deposit</li> </ul>
<b>Hillsdale Community Centre</b>	4517 Penetanguishene Road., Hillsdale <ul style="list-style-type: none"> <li>• 1,200 sq. ft. on main floor</li> <li>• Kitchen with fridge, stove, microwave and dishwasher</li> </ul>	<ul style="list-style-type: none"> <li>• Fri to Sun. Hall - \$175 +\$100 Cleaning deposit</li> <li>• Birthday / Shower (4 hour max) -\$95 +\$100 Cleaning deposit</li> <li>• Pavilion -\$30</li> <li>• Pavilion with lights - \$35</li> </ul>
<b>Midhurst Community Centre</b>	74 Doran Road., Midhurst <ul style="list-style-type: none"> <li>• 1,500 sq. ft</li> <li>• Not accessible</li> </ul>	<ul style="list-style-type: none"> <li>• Hall -\$425 +\$200 deposit</li> </ul>




## Appendix D Overview of Administration Centre Parking Lot




Schedule 'D'



**Legend**

 Accessible Parking



0 12.5 25 50 Meters

Created by Laura Thompson  
March 2010

## Appendix E

### Minesing Community Centre Rental Agreement Terms and Conditions

Last Revised: January 1, 2010

- 1) Rental of the Community Hall includes the upper hall and kitchen only. The bowling alley is not to be entered. Entry into the bowling alley will forfeit security deposit.
- 2) Rental of the Bowling Alley does not include access to the hall or to the kitchen. Entry into the hall of kitchen will forfeit the security deposit.
- 3) The Rental Applicant (hereinafter referred as the 'Applicant') agrees to the following:
  - a) The Applicant shall be present at the facility at all times during the rental period
  - b) The Applicant shall be the last person to leave the facility
  - c) Upon final departure of the facility, the Applicant shall ensure that;
    - i) All lights are turned off
    - ii) Thermostats are all properly adjusted
    - iii) Exit doors are closed and locked
  - d) The Applicant shall check and conform that the entire facility, including all washrooms, is in the same condition upon departure as it was found on arrival to rental facility.
  - e) The Applicant is responsible for preventing all furniture, chairs and tables from being dragged across floors or damaging walls.
  - f) The Applicant shall report any damage on the checkout sheet before leaving the facility.
  - g) The Applicant is responsible for removing all decorations, food and bar supplies (including rentals i.e. dishes, linens) by 3:00 a.m.
  - h) When an item that has been rented by the Applicant cannot be picked up by a rental company until the Monday following a weekend rental, the Applicant must notify and make arrangements with the Township of Springwater.
- 4) Please note that the facility uses a septic system. No grease, paint or harsh chemicals are to be disposed of down sinks, drains or toilets. Feminine hygiene products must be disposed of in the garbage and not down the toilet. Repair / replacement caused by damages to the septic system and / or its parts will be the sole responsibility of the Applicant.

- 5) All garbage must be bagged. Bagged garbage must be left in garbage pails inside the facility. Recycling materials may be left in recycling bins inside the facility.
- 6) This is a non-smoking facility. Smoking may only be done outside of the building and away from doors and windows. Please dispose of butts properly and safely in the receptacle provided. Any evidence that there has been smoking inside the building will forfeit the security deposit.
- 7) Pets are not allowed on the property. Exception will be made for service animals.
- 8) Posters / decorations may only be hung on the designated area. Nothing is to be taped, pasted, glued or tacked to any walls in the facility.
- 9) There are to be no acts of graffiti. Anything written on any piece of property is deemed graffiti, including names and initials.
- 10) The Applicant is responsible for cleaning all tables and chairs and returning them to their original storage areas in the same state in which they were found.
- 11) All equipment must be cleaned and returned to its original location (including but not limited to kitchenware, utensils, and appliances).
- 12) A checkout sheet must be completed to confirm that items have been returned to their original locations. The Applicant is responsible for documenting all information regarding repairs and / or replacements where needed. The checkout sheet is to be left on the counter in the kitchen / bowling alley in a visible location.
- 13) The Applicant is responsible to ensure that all doors and windows in the entire building are securely locked at the conclusion of the event.
- 14) The Township of Springwater retains a cleaning service to clean floors, counters, and washrooms after the Community Hall has been rented. If additional cleaning hours are needed above the regular required amount, the entire security deposit will be forfeited.
- 15) If any of the above terms and conditions are not followed, the security deposit of \$150 will not be returned. In the event of damage repair / replacement, the cost will be calculated at full replacement value of items including installation costs. This includes costs as a result of security issues such as doors and / or windows left open and / or unlocked and the removal of all subsequent graffiti.
- 16) Playing of sports inside the facility (within the exception of bowling in the bowling alley) is strictly prohibited. Roller blades, roller skates, ice skates, cleats or any other type of sporting equipment are not to be worn indoors.

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- 17) The Minesing Community Hall and the Township of Springwater assumes no responsibility for loss or damage to any items brought into or left on the premises by permission or otherwise by the Applicant or his / her guest(s).
- 18) Any person authorized by the Township of Springwater may inspect the facility at any time and may stop any activity being carried out on the premises, which in the opinion of such authorized person, may cause damage to the premises, its contents or possible bodily harm to someone in attendance at said event.

By signing this Agreement, you acknowledge that you have had ample opportunity to consider, understand and agree to the terms and conditions contained herein.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature

<b>Applicant's Information</b>	<b>Fill in the Area Below</b>
Name:	
Address:	
Telephone Number:	
Accepted By:	
Official Signature from the Township of Springwater	



## Minesing Community Centre – Check Out Sheet

Applicant Name:

Date:

Please check all that are completed

### Kitchen

- Missing / damage equipment (report below)
- Stove/ Oven turned off
- Stovetop wiped
- Items returned to cupboard
- All food removed
- Fridge and freezer emptied, cleaned and on low
- Garbage is bagged and in pail
- Doors closed and locked
- Countertops wiped

### Hall

- Damage chairs/tables/walls/lights (report below)
- Floor undamaged
- Walls undamaged
- Decorations / posters removed from tack board
- All furniture (borrowed items) returned to original location
- No possessions left
- Rental equipment removed

### Cloak Room

- Floor tidied
- No possessions left
- Hangers tidied

### Bathroom

- Sinks and toilets tidied
- Garbage bagged and in pail

### Bowling Alley

- Garbage bagged and in pail
- Recycling in blue bin
- Pins are set and ready for next group
- Bowling balls are returned to rack
- Bowling shoes are neatly on shelf

**All Rooms**

All lights off

Doors closed and locked

**Reported Damage:**

Please leave on counter in kitchen or bowling alley.

## Appendix F

### Elmvale Community Hall Rental Agreement Terms and Conditions

- 1) Strictly no tape, thumb tacks, screws or nails of any kind are to be used on walls or anywhere in the hall or lobby. There are ceiling hooks around the hall that can be used for decorations.
- 2) The applicant is responsible for removing all decorations brought into the facility.
- 3) The applicant is responsible for removing all items from the tables and wiping off all tables and counter tops.
- 4) The applicant(s) is responsible for removing all supplies brought in for the event from the tables, kitchen, bar or any other area that they may be stored.
- 5) For Friday rentals, items 1, 2 and 3 shall be completed no later than 10 am Sunday.
- 6) For Saturday rentals, items 1, 2 and 3 shall be completed no later than 10am Sunday.
- 7) All tables must be folded and stacked on the table dolly at the north-east corner of the hall. Chairs must be stacked on chair dolly's (no more than 9 chairs per dolly) at the north-east corner of the hall.
- 8) Where an item cannot be picked up by the rental supply company until Monday, the rented items must be placed in the hall adjacent to the kitchen in a manner that does not obstruct access to the back door.
- 9) The applicant is responsible for meeting the rental company for the return of the rented items.
- 10) The Elmvale Community Hall and the Township of Springwater assumes no responsibility for loss or damage to any items brought into or left in the premises by the applicant.
- 11) Failure to comply with the above may result in forfeit of the \$200 security deposit.

## **Appendix G**

### **Hillsdale Community Hall Rental Agreement Terms and Conditions**

- 1) All tables and chairs are returned where you found them. Tables wiped off.
- 2) Both outside and inside bathroom doors are locked.
- 3) All garbage has been put outside in the pickup container. All recyclables have been bagged.
- 4) All of your items are removed from the refrigerator and freezer.
- 5) If you used the kitchen, please clean it up.
- 6) All outside doors including the one in the basement are shut and locked.
- 7) All floors are swept and mopped if necessary.
- 8) All windows are closed.
- 9) No water is left standing in any of the sinks.
- 10) Heat is turned down and all lights are shut off.
- 11) All toilets are flushed and no paper is left on the floor in the bathrooms.
- 12) Entrance door is securely locked and key is returned to lock box.

After your rental, a board member will inspect the hall and advise the Township if the cleaning and security deposit should be returned to you.

Thank you for your co-operation.