

Overview

The Rotary Youth Centre known as “Rotary Hall” is owned and operated by the Rotary Club of Campbellford. We are a Charitable organization made up of members from our community who volunteer their time and money to provide service to others. Our Club is unique in that we own a building which we make available for use by groups and individuals in our community at little or no cost.

This rental agreement reviews what rooms are available for rent and dictates the maximum capacities. Washrooms are shared and kitchen facilities may be restricted, pending the agreement signed.

The Youth Centre has been the location of the Northumberland Early-On Program for a number of years and this program has priority on the use of this facility as they now have their own space (in the former Rotary Board Room) that is strictly off-bounds. This group also has full use of the small kitchen and all supplies belong to them. Likewise, there are some dance floor mats in the corner along with a dance bar – these must not be touched and left alone. Please respect their property.

Purpose:

The purpose of this policy is to clearly outline the procedures to be followed by any group, organization or individual using the Rotary Youth Centre,

Objectives:

This policy has been developed to ensure that the Rotary Youth Centre is used in a fair and responsible manner while ensuring that the Rotary Club of Campbellford has full access to the facility as required.

Booking:

Use of the Rotary Youth Centre must be booked through Rotarian Christina (Chris) Garden, via email at Rentals@CampbellfordRotary.ca or via phone to Chris at 705 313 5984

A facility “User Application/Agreement” must be completed for review by Chris. Priority will always be given to “Not-For-Profit” organizations. User privileges may be cancelled at any time if all user policies are not adhered to, and *this strongly applies to the cleanliness of the Hall when you leave the building.*

A Group Contact Person must be identified who will be responsible for signing the “User Application/Agreement” on behalf of an organization.

Hall Rental & Equipment Terms & Agreement

** A non-refundable Deposit of \$50.00 may be required to secure basic hall and equipment rental. All fees will be determined according to the fee schedule herein. Deposit will be returned after post event inspection and return of key. (*Key pick up/drop off to be discussed with Rotarian contact*)

1. Whoever signs below as the “Rentee” shall assume the responsibility to see that the following rules are adhered to.
2. Not-for-profit groups or Registered Charities are not required to pay the full rental fee.

Liability Waiver

3. In an effort to ensure personal and property safety and security while using the Rotary Youth Centre, it is required that individuals and groups assume responsibility through their own insurance program for any events that may occur while using this building. Evidence of liability insurance may be required.
4. The Rotary Club of Campbellford assumes no liability or responsibility for any persons participating in or attending an event or program, covered by this agreement.

Rules Related to Hall Rental

5. NO SMOKING! The entire building and surrounding (9 metres) area is designated “No Smoking”.
6. The Rentee is not entitled to use any equipment or toys belonging to the Northumberland County EarlyON Child and Family Centre Program and shall not enter the former Rotary Board Room as that is now a designated EarlyOn room.
7. Likewise, there are some dance floor mats in the corner along with a dance bar – these must not be touched and left alone. Please respect this request.
8. The Rentee is responsible for any damage that may occur to the furniture, walls, the kitchens (including the appliances and dishes) and the building. Some of the items not allowed in the hall include confetti, play dough, sand or other sticky play materials.
9. The Hall may be accessed for decorating purposes the evening prior to function or day of function providing there is no other booking on that date or the day of the event. Decorations cannot be adhered to walls. No staples, thumb tacks, stick pins or tape to be used on the walls. Any decorations must be removed by the Rentee.
10. If alcohol is being served, the Rentee will be responsible for obtaining the Special Occasion Permit (S.O.P.) and following the permit guidelines, including using Smart Serve accredited staff. It is the responsibility of the Rentee to obtain the Public Alcohol Liability Certificate (P.A.L) in accordance with their function. (Minimum \$2,000,000 in liability insurance). Copy of the certificate is required five business days prior to scheduled event.

Rentee initials

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11. Users must comply with all Federal, Provincial Laws and Municipal By-laws particularly those pertaining to games of chance, lotteries, gambling and the serving of alcoholic beverage.
12. Music must be kept to a reasonable volume. No loud music is allowed.
13. The Rotary Hall must be vacated by 1:30 a.m. please ensure all doors and windows are closed and locked after departure. Please note that the front door must have the key turned the correct way to ensure it is locked. Please doublecheck once the key is removed.
14. All activities involving children must have adequate adult supervision.
15. Any complaints arising from the rental of the Rotary Hall will be the responsibility of the Rentee.
16. It is your responsibility (mandatory) to clear away ice and/or snow to allow safe access to the building prior to and during your event. *Bring your own snow clearing equipment and suggested safety salt.*
17. The Rentee is responsible for cleaning the Hall (immediately) after the function, which includes:
 - i. Removal of all garbage, food wastage and recyclable material resulting from this function.
 - ii. Kitchen or Canteen (if used) must be completely cleaned and sterilized before leaving.
 - iii. Floors must be cleaned - Mops and brooms are available in the Janitor closet at the Main Entrance. Please also note that the cleaner that must be used to clean the floor is clearly marked – do not use any other cleaners for mopping the floor.
 - iv. Completion of the attached “Departure Check List” before you depart the building.
18. Occupancy Capacity as of November 2018 (*limits of room must be adhered to*) as specified by the Ontario Fire Marshall for the larger Main Room:
 - Non-Fixed Chairs 163 People
 - Chairs with Tables (Dancing) 92 People
 - Chairs with tables (dining) 163 People
 - Dining (with Alcohol) 111 People

DEPOSIT REFUND DEPENDANT ON ABOVE ITEMS BEING ADHERED TO AND RETURN OF KEYS, AS APPLICABLE

Rental Rates As of January 1, 2023

- Main Room - Full Day @ \$200
- Main Room - Half Day / Evening @ \$100
- Larger Canteen @ \$100 per event
- Smaller Kitchen (No Charge – covered with rent)

We appreciate your cooperation in the ongoing maintenance of this community facility.

Rentee initials

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RENTEE INFORMATION

Date: _____ Contact Name: _____

Business/Organization: _____

Address: _____

Work Phone: _____ Cell/Home Phone: _____

Email: _____

Date of Function: _____ Type of Function: _____

Start Time: _____ End Time: _____ Expected Attendance: _____

Will alcohol be served: Yes / No If "Yes", a Special Occasion Permit is required as well as PAL (Party Liability Insurance) and Smart Serve Bartender(s) and provided 7days prior to event.

Rooms/Equipment Required: (Check all that apply): Large Meeting Room / Small Kitchen / Large Kitchen Canteen (*which is subject to availability as Canteen may be in use*)

Total Fee for this Function \$ _____ Security deposit @ \$50

Deposit Received \$ _____ Balance Owing \$ _____

Is this event for charitable or non-profit purposes and if so, please provide more information on actual event: _____

I have read, understand and agree to abide by the terms of this agreement.

Rentee Signature: _____ **Date:** _____

Rotary Club of Campbellford Representative:

I have collected the DEPOSIT/TOTAL FEE for this function.

Rotarians Signature: _____ Date: _____



HALL RENTAL DEPARTURE CHECKLIST

Date: _____ Time of Departure: _____ Contact Name: _____

Business/Organization: _____

To ensure the Rotary Hall is as clean or cleaner than when you arrived, we ask that you review this check list, each and every time you use the Rotary Hall. Please complete this check list (as you depart from Hall) and leave in the designated area as you leave.

- _____ All personal items removed
- _____ Food removed from refrigerators, freezer, stoves, ovens and microwaves (*unless previously agreed that food can be stored in the various refrigerators/freezer.*)
- _____ Be sure to clean these kitchen appliances if used.
- _____ Dishes have been properly washed and return to their original locations. (*Shut off dishwasher if used but do not shut the water supply off – located under the sink*)
- _____ Toilets are flushed and cleaned; and the washroom trash removed.
- _____ Garbage and recycling properly sorted and ready for disposal or removed completely
- _____ Floors are swept and mopped as required (please mop with cold water and only use the labelled cleaner provided in the Janitor's room – located at front lobby)
- _____ Tables and chairs are cleaned and stored properly where they were found.
- _____ All lights have been shut off
- _____ All doors and windows locked.
- _____ Ensure the outside grass area and entrances are clear of garbage.
- _____ Departure Check List put in the Mailbox upon completion
- _____ Key has been returned to the "Lock Box" outside.

If you encounter any problems, please advise Chris at Rentals@CampbellfordRotary.ca

Organization/Renters Representative:

Pre-inspection damage or issues found: _____

Renter's Signature: _____

Contact Phone: _____ Contact Email: _____