

POLICIES FOR RENTERS

Policies governing the use of the South Neebing Community Centre have been formulated to ensure that our community centre is safe, healthy and hazard free.

The following policies apply to individuals or groups who are renting the centre.

POLICIES

DECORATIONS & PARTY SUPPLIES

Decorations used on tables and walls must meet the Fire Department Regulations. No tape, tacks, staples, pins, etc. are to be used on furniture, walls, windows, doors, fixtures and ceilings. ONLY sticky tack is to be used and can be purchased from some dollar stores and office supply stores. All decorations must be removed.

Inflatable apparatuses commonly referred to as Bouncy Castles are only permitted in the hall; if the following conditions are met:

- A vendor with the appropriate insurance coverage for the centre must be contracted
- The vendor must provide on-site supervision.

INSURANCE & LIABILITY

All events require the purchase of \$5 million Liability Insurance. This can be easily purchased at duuo.ca, programs.aon.ca or through your personal insurance provider.

The renter assumes full responsibility for obtaining any required Special Occasion Liquor Permits and ensuring that all Alcohol & Gaming Commission of Ontario regulations are followed. Renter MUST provide a Certified Smart Server. See agco.ca

Proof of liability insurance and any special occasion permits must be provided A WEEK PRIOR to event.

CLEANING

Washrooms must be checked to ensure that all paper has been picked up off the floor and the toilets have been flushed. Be sure that all taps have been turned off completely.

Kitchen must be left in the same manner that it was found. All dishes MUST be washed, rinsed, disinfected and dried before being put away in their appropriate locations. Dishwasher may be used but must be emptied prior to leaving the centre. Coffee pots must be emptied and rinsed. All kitchen appliances and fans must be turned off. Please bring your own dish towels and cloths.

All garbage and recyclables must be securely tied and placed in the garbage shed or taken with you. The garbage shed is the shed located closest to the childrens playground. The key for the shed can be found hanging from a hook in the cleaning supply closet. Please replace bags in the containers for the next user, bags can be found in the kitchen.

Tables must be wiped clean. Chairs and tables MUST be put back as they were found. Please stack chairs no more than 8-9 high touching the red line. All floors are to be swept and mopped if needed.

DAMAGE

Any damage that occurs to the hall/building/property or building contents must be reported to the South Neebing Community Rental Manager at cell phone 807-631-9076. The renter assumes full liability for any damage incurred during the booking. If you notice any other issues or concerns that need to be addressed, please share them with the SNCC Rental Manager.

HEALTH & SAFETY

The side/rear exit should only be used in the event of an emergency.

First Aid kits are located in the kitchen and lobby of the centre.

A AED Defibrillator is located on the wall near the main hall doors.

We are a NON-SMOKING facility. There is no smoking or vaping anywhere on the SNCC property.

No animals are permitted in the South Neebing Community Centre at any time, except for service animals as defined under the Accessibilities Act, 2005 and the Ontario Human Rights Code.

FIRE

In case of fire, activate the building fire alarm system using the closest fire alarm pull system. Alarms are located in the kitchen, near the main light switch and at the main entrance.

Fight the fire only if you are confident that it may be controlled with the fire extinguishers. There are three located in the kitchen, near the main light switch and the main entrance.

Ensure that the Fire Department has been called using 911. Give building address.

South Neebing Community Centre
1841 Mountain Rd Thunder Bay, ON

SECURITY

Ensure all windows are closed and locked.

When exiting the building ensure everyone has exited the hall. Lock the front door. Deposit the key into the drop box. Set the security alarm with the code you were given. Exit the facility.

The key must remain in your possession at ALL times. The key is never to be shared with anyone else and is NOT to be used to allow access to anyone other than yourself and people attending your event.

The key and code are only to be used to enter the centre at the specified date and time and approved by the Rental Manager and are stated in the rental agreement.

CANCELLATIONS

In case of cancellation of your event, please phone SNCC Rental Manager as soon as possible because other groups or individuals may require the hall. All fees to be paid in full no later than 2 weeks prior to the event. There is a \$50 cancellation fee. Only paid events have confirmed bookings.

We have read and understand ALL the procedures for the use of the South Neebing Community Centre and agree to the responsibility entrusted to us with the issuing of the key and security code to the premises.

Violators of these policies will forfeit their use of the hall.

Event type: _____ Event date: _____

Liability Permit Policy # _____

Are you planning on serving or consuming alcohol

NO _____ YES (SOP#) _____

If yes : I will have a CERTIFIED SMART SERVER _____

Name of signee (printed) _____

Signature: _____ Date: _____