

# COMMUNITY CENTRE RENTAL GUIDELINES

## Village of Pouce Coupe Community Centre

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### WEEKNIGHT RENTALS

3:30 PM – 9:00 PM ONLY

1. All setup/takedown must occur between the above times. No items are to be left in the hall or kitchen, **no exceptions**.
2. No member of the general public may occupy the building during school hours.
3. No renter is permitted to use **any** of the athletic equipment stored in the facility (mats, balls, etc) without permission from the Village of Pouce Coupe.

### WEEKEND RENTALS

3:30 PM Friday – 12:00 PM Sunday (See Rental Fee Guide)

1. No member of the general public may occupy the building during school hours.
2. No renter is permitted to use **any** of the athletic equipment stored in the facility (mats, balls, etc) without permission from the Village of Pouce Coupe.

### RENTAL INCLUDES

If any items are broken during an event, please report it during the post-inspection.

#### HALL RENTAL

1. The use of the chairs and tables.
2. The sound system and mics; however, the renter must provide their own sound technician. ***Any damage caused by improper use of the equipment will be the responsibility of the renter.***

#### KITCHEN RENTAL

1. The use of the all dishes, cutlery, wine glasses, pots and pans, etc.
2. The use of the stove, dishwasher, coolers, freezer, microwave and commercial coffee maker.

### INSURANCE

Every user must provide proof of 2 million liability event insurance to the village office.

1. If your company/association has existing insurance that covers all employees/members at any event, you **must** provide copies.
2. If you do not have an existing policy you **must** purchase Special Event Insurance or Sport Liability Insurance.
3. ***The Village of Pouce Coupe and School District #59 MUST be named as ADDITIONAL INSURED'S on your policy.***

### SERVING FOOD AND/OR ALCOHOL

1. If alcohol is served, a liquor license **MUST** be purchased and the Kitchen **MUST** be rented.
2. Renters who use a caterer must provide a Food Safe Certificate and the caterer **MUST** have a business license within in the Village of Pouce Coupe.
3. Renters are responsible to bring their own disposables such as styrofoam cups, coffee, etc.

## PRE & POST-INSPECTIONS

1. An inspection will be done before and after an event.
2. Should there be any new damage noted after an event, the damage deposit will be held until the repairs can be made. Should the damage exceed this deposit, the renter will be held responsible for the balance.
3. ***If the facility is not cleaned properly at the time of post-inspection, a \$50.00 charge/hr will be charged out of the damage deposit until the mess is cleaned.***

CLEAN-UP GUIDELINES	Cleaning chemicals/supplies, dishcloths and dishtowels are provided.
<b>BATHROOMS</b>	Clean up any spills or messes left in the bathroom. Bag up the garbage and leave it tied by the back door in the kitchen.
<b>COOLERS</b>	Must be emptied and wiped down. <b>NO FOOD</b> is to be left in the coolers.
<b>DECORATIONS</b>	Must be taken down. All pins, tape, nails, etc need to be removed.
<b>DISHES</b>	All dishes, pots, utensils, etc are to be washed and put away in their proper location. Guidelines for proper dish washing are posted on the wall in the kitchen and must be followed. <b><i>The Dishwasher MUST be cleaned out after use.</i></b>
<b>FLOORS</b>	Sweep and spot mop the floors where there have been spills and messes.
<b>FREEZER</b>	Must be emptied and wiped down. <b>NO FOOD</b> is to be left in the freezer.
<b>GARBAGE</b>	Bag up all garbage and leave it tied by the back door in the kitchen.
<b>GROUNDS</b>	Must be clear of all litter from the event (cans, cups, bottles, garbage etc.)
<b>KITCHEN SURFACES</b>	All kitchen surfaces (counters, stoves, sinks, etc) are to be washed and cleaned.
<b>STOVE, OVEN AND GRIDDLE</b>	The stovetop, oven and griddle are to be thoroughly cleaned. Please see the posted instructions in the facility. This includes oven racks and grease drip trays.
<b>TABLES AND CHAIRS</b>	Must be wiped down thoroughly and stacked back on the carts, and put under the stage in storage. Any extras that do not fit under the stage in storage must be neatly stacked on the stage.

**FAILURE TO CLEAN THE FACILITY MAY RESULT IN LOSS OF YOUR DAMAGE DEPOSIT**