

LMCA - Facility & Privileges

Policies and procedures

October 2015

1.0 Rental of Lorne Mountain Community Center

1.1 The Community Hall is available for rent whenever there are no classes, meetings or events scheduled.

1.2 The use of inventory as detailed (Appendix A) is included in the hall rental.
Any group wanting to use LMCA owned equipment is responsible for cleaning and storing all equipment before leaving. Damage of any equipment has to be reported to LMCA staff.

1.3 Who can rent the Hall?

- **Members can rent the hall. LMCA memberships can be purchased at time of facility booking.**
- Minors may not use the hall without adult supervision (over 18 years).
- Maximum number of people allowed in community hall is 89 as specified by Liquor permits office and Fire Chief. Main Building and outside facilities have a maximum capacity of 135 people for liquor permit requirements , if needed the rental party is responsible for additional seating (rental of tents and equipment from outside sources) and for delivery and pick up of this additional equipment

1.4 What is required?

A **hall rental reservation** is possible for a deposit of \$ 250.00. This deposit is refundable up to 2 months before the event. Should the event be cancelled less than 2 months before rental date the deposit is forfeited to LMCA. (Appendix D) The deposit amount will be deducted from the final rental fee at time of payment -2 weeks before event.

A **hall rental agreement form** has to be submitted to LMCC office 2 weeks prior to *event* (see *Appendix C 1*) which includes a Release of Liability waiver. (See Appendix I)

A list of **conditions of agreement** (see Appendix F) is part of hall rental agreement. This list is being used as a checklist after the event by LMCA staff to assess clean up. If LMCA is not satisfied that all points have been fulfilled we reserve the right to notify the rental party and call in a cleaning service at \$ 50.00 per hour for any needed work and the amount will be deducted from the safety deposit.

A **damage/cleaning deposit** cheque of \$ 350.00 is required for one day events, \$1000.00 is required for 2-3 day events, \$ 1500.00 for groups over 135 participants , and will be returned to the applicant after the event if **no damage occurred or no extra cleaning is required** .

If **alcohol** is going to be served, the applicant **must**

- fill out **hall rental agreement form with use of liquor** (see Appendix C2)
- apply for appropriate permit through Yukon Liquor Corp. LMCA will provide a letter of permission. (Appendix G)
- provide proof of additional **special event insurance** / liquor liability insurance which includes LMCA named as insured.

Outdoor activities (especially amplified music) that disturb neighbours will have to be moved into main hall after 11.30pm. Power to the outdoor pavilion will be shut down at 11.30 by installed timer.

2 weeks before the event all documents have to be submitted at LMCC office:

- Hall rental agreement
- safety deposit cheque
- Final rental payment
- Copy of special event insurance policy (if applicable)
- Copy of liquor permit (if applicable)
- Waiver form signed

Once **all forms are submitted** the rental party will get a set of keys, alarm system instructions, a reminder copy of conditions of agreement.

1.5 Revocation of Privileges

The privilege of renting or use of the hall may be lost for abuse of the facility or inappropriate behaviour as determined by the Board of Directors LMCA

1.6 Insurance & Liability

LMCA is responsible for maintaining appropriate insurance coverage. The following insurance coverage is currently provided 2011 (see Appendix E)

- General Liability of \$2.00 million
- Property Liability

Renting party is responsible for PAL insurance for event - LMCA must be named as covered in insurance.

1.7 Services provided by the Office and Responsibilities of the renters

Although the community hall, including kitchen are cleaned by a contractor once per week or more frequently if warranted, renters are responsible for cleaning up after their use. Renters must also take away any garbage if no other arrangements are made before. The hall is checked periodically by Office staff to ensure that it is kept clean. Supplies are replaced (toilet paper, paper towels and soap) before a scheduled hall rental event and the rental party will have access to additional supplies if needed throughout the event. **Renters must report any damage or problems to the LMCA Office.**

1.7 Accessing the Hall

Renters are responsible to obtain keys and alarm system instructions prior to their event- during office hours at LMCC-. Keys must be returned to the LMCA Office, if after hours, they can be put into the deposit box at Ice Rink entrance (see Appendix H)

List of Appendices

Appendix A	Inventory and community hall specifications
Appendix B	Community Facility Rental Rates — 2015
Appendix C 1and 2	Community Facility Rental Agreement 1 Community Facility Rental Agreement 2 - with liquor permit
Appendix D	Community Facility Rental reservation form
Appendix E	Insurance Policy for Community Hall
Appendix F	Community Facility Rental Checklist - conditions of agreement form
Appendix G	LMCA letter of permission for Liquor permit application
Appendix H	Key sign out and alarm instruction form
Appendix I	Release of Liability, Waiver of Claims and Indemnity Agreement