

# DUGGAN COMMUNITY LEAGUE

## HALL RENTAL POLICIES & PROCEDURES

(Last updated 5.1.22)

This document only serves as a compendium and, in case of discrepancy, the Hall Rental Agreements take precedence.

### STATEMENT OF INTENT

*This policy statement establishes the responsibilities and expectations for the Duggan Community League (DCL) members, officers, staff and clients, upon a request to rent the premises at DCL. This document is to be used in conjunction with the DCL By-Laws, the DCL Hall Rentals Rate Sheet and any and all other DCL Policies and Procedures in effect at the time.*

### INTRODUCTION

- \* DCL will only rent its premises to:
  - \* Properly registered/incorporated non-profit organizations;
  - \* Properly registered/incorporated for-profit businesses;
  - \* DCL members in good standing (provided proof of DCL membership for at least three (3) months of the current year);
- \* DCL will consider discounts for properly registered DCL members, local businesses and community-focused programs (soccer, basketball, scouts, Guides, etc..) on an annual and as-needed basis.
- \* If your group requires a subsidy or sponsorship from DCL (in the form of a discounted rate), you must forward your written request to the Hall Manager within ninety (90) days of your intended event. This request will then be reviewed by the DCL Executive Committee. If your request is NOT received within a minimum of ninety (90) days prior to your event, you will NOT be considered for subsidy/sponsorship. Such requests are limited to once per year per group.

### HALL RENTALS

- 1) Hall rentals are processed on a first-come, first-served basis.
- 2) Interested renters must book their dates/times by visiting our website at [www.mydcl.ca](http://www.mydcl.ca) (Hall Rentals/calendar).
- 3) Once booked online, a DCL representative will contact the potential renter to proceed with the approval review process. All hall rentals appear on the website calendar as “pending approval” until the approval review process is completed.
- 4) All Hall rentals may be superseded/cancelled with little or no notice for DCL Board approved community events. This is an exceedingly rare circumstance.
- 5) DCL will not rent the hall to anyone under 18 years of age.
- 6) DCL will not rent the hall to anyone under the age of 25 if alcohol will be served.
- 7) To confirm a rental event, DCL requires that:
  - \* All fees/deposits be paid in advance;
  - \* The appropriate Liquor license be provided to DCL in advance of the event;
  - \* The appropriate Insurance policy be provided to DCL in advance of the event;
  - \* The Rental Agreement be duly completed, signed and returned in advance of the event;
- 8) DCL only accepts payment by Debit or Credit Card to cover the rental fee and Damage Deposit. Cash, cheques or e-transfer are not accepted.

## **CANCELLATIONS:**

The **RENTER** agrees to the following Rental Agreement payment refund terms:

- a) If the **RENTER** fails to use the **Premises** for any of the agreed-to Periods of Use, **DUGGAN** will retain full rent as liquidated damages.
- b) Where the **RENTER** has given **DUGGAN** a minimum of **thirty (30) calendar days written notification** (from the first Period of Use) that it will not be using the Premises on the date(s) provided in the notification, **the pre-payment amounts which were collected, will be refunded in full, less a processing fee of fifty dollars (\$50.00).**
- c) Where the **RENTER** has given **DUGGAN** a written notice to cancel the rental agreement **less than thirty (30) but more than fifteen (15) calendar days prior** to the first Period of Use, **a refund of 50% of the pre-payment amount will issued.**
- d) Where the **RENTER** fails to give **DUGGAN** a written notice to cancel the rental agreement **within fifteen (15) days** of the first day of the Period of Use, the **RENTER** will forfeit all pre-paid amounts, except for the **Damage Deposit, which will be refunded in full.**
- e) Where the **RENTER** fails to deliver **DUGGAN** with appropriate/valid copies of their General Liability insurance or Host Liquor license prior to the Event, **the RENTER will forfeit 100% of any payments made, except for the Damage Deposit, which will be refunded in full.**
- f) **DUGGAN** has the right to cancel any Hall Rental for any reason, at any time. In all cases, the **RENTER** will be notified either by e-mail or phone and all pre-paid amounts will be refunded to the **RENTER.**

## **CLEAN-UP REQUIREMENTS**

**RENTERS** are required to perform their own set-up and clean-up as per the requirements listed below. Clean-up must be completed immediately after the event and inside the agreement timeframe. A Broom and dust-pan can be found in the chair storage area; a wet mop and mop bucket can be found in the kitchen next to the fridge.

**Failure to comply with these guidelines will result in charges being assessed against the Damage Deposit as per this Agreement.**

1. **KEEP ALL DOORWAYS CLEAR AT ALL TIMES.**
2. **Clean and wipe chairs** and put back in the chair/table storage areas as follows:
  - a. All chairs are to be stacked in rows, 4 stacks of chairs per row.
  - b. The first 2 rows shall contain 11 chairs in each stack.
  - c. All remaining stacks will contain 10 chairs each.
3. **Clear and wipe tables** and put back according to guidelines posted in the hall.
4. **Empty garbage cans** (in the main hall/kitchen/hallway/washrooms). Garbage **must be bagged and thrown** in the outside garbage bin in the parking lot. If the garbage bin is locked, lift bin flaps to dump garbage. If the bin is full, leave the garbage bags along the back of the garbage bin.
5. **Pick up** the garbage around outside of the hall, resulting from your event.
6. **Sweep and mop up obvious spills** from floor.
7. **Clean** counters, sinks, fridges, stove and ovens.
8. **Wash dishes and cutlery.** Rinse, dry and put neatly back where they belong according to the guidelines posted. Dishes and cutlery may be washed using the installed dishwasher, according to the instructions provided.
9. **Take down all decorations in the Premises** after the function, with no pieces of tape left on the walls.
10. **Close, latch and lock all doors** prior to vacating the premises.
11. **Remove all belongings as well as food and drink** items from the kitchen area.
12. **Remove** mud, debris or snow on entrance carpets.

NOTES:

- \* **NO SMOKING INSIDE THE HALL PREMISES**
- \* **NO CONFETTI ALLOWED**
- \* **DO NOT DRAG CHAIRS OR TABLES ALONG THE FLOOR**