

# The Gillies Community Centre – Rental Agreement

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Thank you for choosing the Gillies Community Centre as the location for your event. Below is a rental agreement and use-of-Centre guidelines. Please review everything carefully and follow through with what your group has agreed to do. The Gillies Centre is run completely by volunteers and to keep the rental costs affordable, we need everyone to do their part. Please complete the attached security checklist as you are closing up the building.

**Name of Renting Group:**

**Address:**

**Phone:**

**Contact Name and Phone #:**

**Date(s) of Event:**

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Rental:  Hall \$60 with use of kitchen, chairs, tables, etc.

Chairs (only) \_\_\_\_\_ x \$3 = \$ \_\_\_\_\_ Damage

deposit: \$ \_\_\_\_\_

Tables (only) \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Other \_\_\_\_\_ = \$ \_\_\_\_\_

Paid by  cheque  cash.

Receipt issued for \$ \_\_\_\_\_

## Guidelines

- If alcohol is going to be served, a copy of the group's liquor license & insurance for liability purposes **must** be provided.
- This is a NONSMOKING building: smokers **must** be 3 m from building entrances.
- The Centre has clearly posted capacity signs which **must** be observed.
- *No Parking* signs **must** be posted according to the diagram posted beside the front doors.
- Kitchen and its equipment is available for use; renter must purchase consumables (food & beverage items, etc)
  - If disposables are used, they **must** be biodegradable to reduce the impact on the Gillies landfill.
- Appropriate use of recycling bins for cans & plastics is mandatory.
- Mops, brooms, cleaning solutions, etc. are available in the foyer closet for **clean up after event**. Please follow the checklist below.
- Furnace room door **must** always remains shut (fire door)
- Be aware of the "Safety Plan" which is posted on the lobby bulletin board.
- Open flame (such as candles) must **not** be used in the Community Centre for insurance reasons

## CHECKLIST

- All lights have been shut off; downstairs, stage, bathrooms, Centre.
- Doors to bathrooms have been left open
- Garbage from kitchen, bathrooms and other containers is packed up and removed.
- All recyclable items (pop cans, plastics) are in appropriate bins.
- Tables and chairs are wiped clean and put away
- Floors have been swept and cleaned where needed
- Any appliances used (e.g. coffee pots, crock pots, etc) have been unplugged/turned off
- Dishes are washed, rinsed (in bleach), rinsed with clear water, dried and put away
- The doors are all closed and locked
- All windows are closed and locked

I understand and will abide by these guidelines on behalf of the renting party.

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On behalf of renting organization

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Date

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On behalf of Community Centre

