

SILTON COMMUNITY HALL

Rental Agreement and Rules/Regulations Policy

1. A Booking/Damage Deposit of \$100.00 is required for ALL functions of four hours or more. If the event is cancelled, the \$100.00 booking deposit is non-refundable. The deposit can be paid by cheque or cash (cheques made payable to the Silton Community Hall). Following the event, the damage deposit will be refunded if there is no damage to the Hall. Decorations, etc. are to be affixed to the walls and/or ceiling only by non-penetrating fasteners. Hall must be left in same condition as prior to rental. Failure to do so will result in a fee of \$30 per hour for clean up/repair. This money will be deducted from the damage deposit to cover costs.
2. Hall rental is to be paid in advance of the event and before picking up the key.
3. No smoking allowed in any portion of the facility, as per Provincial Law.
4. If use of kitchen has occurred, all kitchen items are to be thoroughly cleaned.
5. Bag all garbage and place in the roll out Loraas garbage bins on north side of building. Remove all recycling bottles and cans from the premises the same **DAY/NIGHT**. There is a Lorass recycling bin on the north side of the building. Tables and chairs are to be cleaned and stacked. Ensure that the tables are dry when put away. Tables are to be stacked with tops together to prevent scratching. Floors are to be swept with any major spills or stains being mopped.
6. If allowed use of the hall prior to the event, it is your responsibility to remove any garbage and clean up any mess you may have made. You may have to pay a \$25.00 fee for every additional day the hall is used to set up or take down.
7. All bathrooms are to be checked prior to leaving to ensure they are flushed, clear, not plugged and no water running. Ensure there is no water running in kitchen sinks.
8. When leaving the hall, please ensure all lights and overhead fans are turned off, thermostats are adjusted appropriately and all doors locked.
9. *Heating and Cooling*

The Hall is equipped with a hot water heating system and a central air conditioner. In the winter when the heating system is on, do not open windows or prop the doors open. Please do not adjust the thermostats.

In the summer, we are fortunate to have a central air conditioner. The air conditioner is turned on by the renter and should be shut-off by the renter at the end of their rental. Please keep windows and door shut while using the air conditioner.

If you choose not to use the air conditioner, there are retractable screen doors on the east wall of the Hall that have been installed for air circulation purposes only. Ensure they are not used as access to the outdoors and that no one plays with them. They are very sensitive. There is also a ventilation fan installed in the ceiling of the main hall that facilitates air flow.

NOTE: If using the air conditioner, ensure that the ventilation fan is not turned on. Using this fan will remove all the cooled air from the building.

10. Ensure your belongings are removed from the Hall by **11:00 a.m.** the following day.
11. Do not allow activity outside of the rented area.

****THIS IS A COMMUNITY HALL. PLEASE TAKE CARE OF THE FACILITY****

COVID-19 Requirements

PLEASE NOTE:

As per the government's advise, it is the responsibility of the lessee and their guests to comply with the Government of Saskatchewan's Rules and Regulations regarding safe social distancing, sanitizing and maximum numbers of people gathering. Please ensure you are aware of the present rules and regulations at the time of your function and follow these rules without exception. Current COVID-19 Health Orders and Regulations as well as COVID-19 guidelines for Banquets and Conference Facilities (including Community Halls) can be found at: www.saskatchewan.ca/COVID19

Until Further Notice, each hall booking will also be charged a \$30 Cleaning and Sanitization Fee. The Hall user may also be required to stack the chairs and tables that they use in an alternate location at the direction of this hall committee (in preparation for sanitization). This is required to allow for the cleaning and sanitization that is required between hall bookings. We appreciate your understanding. Our hall is operated by volunteers and depends on Fundraising and Booking Fees.

Your signature below indicates you agree to the above Rules and Regulations as a renter of the hall. You have been given a copy of same and you have received a key to the hall.

_____	_____
Hall Committee Representative	Signature of Renter
_____	_____
Date	Date
_____ + _____ \$30 = _____	_____
Rental Amount Paid COVID-19 Cleaning Fee TOTAL	Received by