

### HALL USAGE/RENTAL POLICY

Cottage Owners at Weyakwin Lake and members of the Weyakwin Cottage Owners Association (WCOA) were instrumental in building the hall at Weyakwin Lake for their use and enjoyment. Since the original hall was built and throughout further additions and renovations it has been used on an ongoing basis by the WCOA for their executive and annual general meetings and other public community activities and by other groups and individuals for various other events. These events include, but are not limited to, health clinics, potluck suppers, perogy and cabbage roll making get-togethers, training events, pancake breakfasts, BBQ suppers, holiday socials, anniversary and birthday parties and various other activities and fund-raisers. The WCOA encourages use of the hall and provides fair, non-discriminatory access to groups or individuals. ***The hall is available free of charge to cottage owners and their associated groups based in the Resort Subdivision of Ramsey Bay for meetings and not-for-profit community functions (i.e. coffee clubs, book clubs, quilting bees, etc).***

The following terms and conditions have been approved by the executive of the WCOA to be applied when using or renting the Hall at Weyakwin Lake.

**A rental fee is charged when an individual or group uses the hall for a private function, or a fund-raiser as outlined below:**

1. The WCOA has specific dates reserved for our Association business and other outside Association activities that are planned and scheduled on an annual basis. (See Appendix A, attached). The hall is available for use or rent all other days.
2. The hall, the kitchen, the bar and the barbecue as well as the surrounding site which includes parking areas, is available for use or rent to groups or individuals who make application on a first come, first served basis. **Rental Bookings must be made at least 14 days in advance of the activity and rental requests will be accommodated on a 'first come-first serve' basis.**
3. All usage/rental requests must be directed to the WCOA executive by an email to the Weyakwin Cottage Owners Association [WLCOA1@gmail.com](mailto:WLCOA1@gmail.com) or by mail at the following address:

Weyakwin Cottage Owners Association  
Box 68  
Weyakwin, SK  
S0J 1W0

If the hall is available on the requested date, the individual or group will be informed immediately and a usage/rental application will be provided or sent to the group or individual for completion. The application is also available on the WCOA website: [www.wcoa.ca](http://www.wcoa.ca)

4. There is a supply of tables and chairs as well as picnic tables available. The hall will accommodate approximately 100 people. Inside tables and chairs **must not** be removed from the hall without written permission from the WCOA executive.

5. Groups or individuals using or renting the hall are responsible for leaving the hall and all equipment used in the same state of cleanliness that it was in upon their arrival to use the facility. Parties must adhere to the cleaning guidelines as posted in the hall and outlined in Appendix B.
6. Groups or individuals using the hall and site are responsible for their own security for the event or activities and use the facility at their own risk.
7. Noise bylaws, for the hall and site (quiet time after 11 pm) **must** be adhered to. This includes controlling the level of noise associated with partying, dancing, bullhorns, music, singing and ATV or snowmobile operation, etc.
8. The person in charge of using or renting the hall or an executive member or hall custodian will be responsible for opening and closing the hall for the event or activity.
9. The hall and grounds are **not** to be used for sleeping or camping facilities under any circumstances.
10. A walk through will be done with the user/renter for joint observation of hall and equipment **prior to and after** the event.
11. No open fires are allowed on the site.
12. The water at the hall well is tested regularly and is drinkable.
13. Strict garbage control must be maintained. All garbage cans must be left empty upon vacating the hall. All debris left inside or outside must be picked up and discarded or disposal fees will be requested from the users or absorbed from the damage deposit fee.
14. Rental fees for cottage owners and associated groups (non-profit) will be \$200 per day. (A short-term rental for ½ day or evening only is \$100 for cottage owners). Rental fees for all other groups or individuals will be \$300 per day. The hall will be available at noon the day preceding an event and until noon on the day following an event to allow for setup and cleanup.
  - The rental fee includes the kitchen and its equipment, the bar, cooler, drink dispensers and ice bucket and the gas barbecues.
15. There is a \$300.00 damage deposit fee (payable to the WCOA), which must accompany the completed rental application. Broken or damaged equipment must be reported promptly to an executive member or the hall custodian. Costs for damages will be requested from the users or absorbed from the renter's damage deposit fee. The fee will be returned if there are no broken or damaged equipment and the hall and grounds are left in good condition.
16. Liquor may be served on the premises, but groups or individuals must obtain their own liquor permit. The permit **must** be posted by the bar and people must adhere to all Provincial Government Liquor Regulations.

**The WCOA assumes no responsibility for loss, damages or injury to persons or property during the usage or rental period.**

HALL USAGE/RENTAL POLICY

Appendix A:

Tentative Dates Reserved for Annual and Recurring Events:

**COMMUNITY EVENTS:**

- 3<sup>rd</sup> Monday each month – 10 am – 4 pm - Wellness Clinic
- 3<sup>rd</sup> Saturday each month – 5 pm – 9 pm – Potluck Supper & Social

***The above public events are regularly scheduled but are sometimes adjusted for statutory holiday purposes:***

- 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays (January through March) - 7 pm – Game Nights

**WEYAKWIN COTTAGE OWNERS ASSOCIATION (WCOA) EVENTS:**

- May Long Weekend (Victoria Day) WCOA AGM on Sunday
- July Long Weekend (Canada Day) – Pancake Breakfast and Summer Event, supper and bar
- August Long Weekend (Civic/Provincial Day) – Ramsey Bay Days: Pancake Breakfast on Saturday. Parade, Horseshoe Tournament, Raffle and BBQ on Sunday.
- September Long Weekend (Labor Day) WCOA Garage/Bake Sale on Saturday and Fall Meeting on Sunday

***These WCOA activities occur on an annual basis and are scheduled according to hall availability:***

- Monthly WCOA Executive meetings (April – October)
- Last Saturday in May – noon lunch for tree cleanup volunteers in Ramsey Bay resort subdivision
- Perogy and cabbage roll making get-togethers

**RAMSEY BAY SNOWMOBILE CLUB (RBSC) EVENTS:**

- February Long Weekend, Saturday (before Family Day) Sled Rally, supper and bar
- March, last Saturday – Fish Derby, supper and bar
- April, last Saturday or May, first Saturday – ATV Rally, supper and bar
- May Long Weekend (Victoria Day) – Pancake Breakfast on Saturday
- September Long Weekend (Labor Day) – Pancake Breakfast on Saturday
- October or November, Sunday of Long Weekend (Thanksgiving or Remembrance Day) RBSC AGM (approx. 10 am – noon)
- December, Saturday between Christmas and New Year – Family Sled Rally

**Note: Specific calendar dates will be posted on WCOA’s website as soon as the dates are confirmed by the WCOA executive.**

**Appendix B:**

**Cleaning Guidelines for hall users/Renters**

**BAR/KITCHEN:**

- Clean the bar area and utensils. Unplug the cooler.
- Make sure the coffee pot is turned off and unplug.
- If doing dishes manually, follow posted procedures above the sink (extra dish pans are under the sink).
- If using the automatic dishwasher, the soap packets are under the sink. Load and start dishwasher. Custodian will remove dishes and put them away the next day.
- Ensure the stoves and counters are wiped and dried and sinks are clean.
- Leave tea towels and dish cloths to dry on oven handles and sink
- Leave all cans and bottles bagged and in the front hall.
- Bag all garbage and leave in vestibule.

**BARBECUES:**

- Ensure the barbecues and grill are properly cleaned

**BATHROOMS:**

- Ensure toilets have been flushed and water is wiped up around sinks.

**MAIN ROOMS:**

- Sweep all floors.
- Wash and stack all tables. Stack all chairs.
- Make sure all windows and doors are closed and locked.
- Turn off all televisions, lights and fans.

***Let an executive member or the custodian know of any damage or breakage that occurred. The \$300 damage deposit will be retained until the above has been confirmed in a walk through by the hall contact person and the renter.***

HALL USAGE/RENTAL APPLICATION FORM

Application Type:

- Usage
- Rental

Date of Application: \_\_\_\_\_

Name of Individual or Group Making Rental Request: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Address for Correspondence:

Street or Box Number \_\_\_\_\_

Town/City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Name of individual who will be in charge on-site during usage/rental period:

(Please Print Name) \_\_\_\_\_ Contact # \_\_\_\_\_

Rental Date and Time: \_\_\_\_\_

Check areas applicable:

- Hall (complete - includes kitchen and equipment, gas BBQs and bar area, including cooler)**  
**\$100 – less than 5 hours event      \$200 – all day      Ramsey Bay Cottage Owner or Associated Group**
- Hall (complete)      \$300      Non-Ramsey Bay Cottage Owner or Group**
- Damage Deposit      \$300      (to be held in trust)**

**Total Cost**      \$ \_\_\_\_\_

The \$300 damage deposit fee must accompany all rental applications. Make cheque payable to the Weyakwin Cottage Owners Association.

I agree to the terms of the Hall Usage/Rental Policy as indicated:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Hall Contact person: \_\_\_\_\_ Date: \_\_\_\_\_

**HALL USAGE/RENTAL APPLICATION FORM**

CHECK LIST TO BE COMPLETED PRIOR TO AND AFTER USAGE/RENTAL:

- Deposit Cheque
- Rental Fees
- Liquor Permit
- Reviewed Terms of Hall Usage/Rental Policy
- Inventory Checked
- Walk Through of Hall and Grounds Condition
- Application Signed by both Hall Contact Person and Group or Individual

DEPOSIT CHEQUE WILL NOT BE RETURNED UNTIL INSPECTION AT END OF EVENT IS COMPLETE

Deposit Cheque Returned:

Renter Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Hall Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_