

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.

(This Policy was originally created on May 22, 2004 and has been amended July 4, 2005, June 9, 2009, June 10, 2013, July 20, 2014 and May 18, 2016)

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 addressed to the President of the WCOA or designate, either by email to WLCOA1@gmail.com or 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.

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 posted cleaning guidelines.

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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 a WCOA executive member 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 user/renter for joint observation of hall equipment prior to the hall handover. Broken or damaged equipment must be reported promptly to a member of the WCOA executive. Costs for damages will be requested from the users or absorbed from the renter's damage deposit fee.
11. No open fires are allowed on the site.
12. We do not provide drinkable water. Individuals will be responsible for their own drinking water.
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.

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

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

14. Rental fees for the hall for cottage owners and associated groups (non-profit) will be \$200 per day. Rental fees for all other groups or individuals will be \$300 per day. A day for the purposes of the rental policy is defined as 24 consecutive hours beginning at 7:00 am and 24 hours later to 7:00 am.
 - The rental fee includes the kitchen and its equipment, the bar, cooler, drink dispensers and ice bucket and the gas barbecues.
 - Renters must ensure the barbecues are properly cleaned at the end of the rental period.
15. There is a \$300.00 damage deposit fee, which must accompany the completed rental application. This fee will be returned if 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.
17. Groups or individuals requesting an application for rental of the hall will receive written confirmation and details as to the time the hall will be made available and the time that it will be locked at the end of their event or activity.

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APPENDIX A:

Tentative Dates Reserved For Annual and Recurring Events:

These public events are regularly scheduled but are sometimes adjusted for statutory holiday purposes:

- 3rd Monday each month – 9 am – 4 pm - Wellness Clinic
- 3rd Saturday each month – 4 pm – 9 pm – Potluck Supper & Social

This public event is scheduled annually and the hall is used Friday and Saturday only:

- December, Saturday between Christmas and New Year – Ramsey Bay Snowmobile Club (RBSC) Family Sled Rally

These public events are scheduled annually and the hall is used Friday (set-up), Saturday (all day) and Sunday (morning):

- February Long Weekend, Saturday (before Family Day) – RBSC Sled Rally, supper and bar
- March, last Saturday – RBSC Fish Derby, supper and bar
- April, last Saturday – RBSC ATV Rally, supper and bar
- May Long Weekend (Victoria Day) – RBSC Pancake Breakfast and WCOA AGM
- July Long Weekend (Canada Day) – WCOA Pancake Breakfast and Boat Regatta, supper and bar
- September Long Weekend (Labor Day) – RBSC Pancake Breakfast and WCOA Garage/Bake Sale and Fall Meeting

This public event is scheduled annually and the hall is used Friday (set-up), Saturday (all day) and Sunday (all day):

- August Long Weekend (Civic/Provincial Day) – WCOA Ramsey Bay Days Breakfast, Fireworks, Parade, Horseshoe Tournament and BBQ Supper

This public event is scheduled annually and the hall is used on Sunday only:

- October, Sunday of Long Weekend (Thanksgiving) RBSC AGM (approx. 9 am – 1 pm)

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

- 3rd Sunday each month (April – October) – 9 am WCOA Executive meetings
- Last Saturday in May – noon lunch for tree cleanup volunteers in Ramsey Bay resort subdivision
- Perogy making get-togethers
- Cabbage roll making get-togethers

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

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)**
\$200 Ramsey Bay Cottage Owner or Associated Group
- Hall (complete) \$300 Non-Ramsey Bay Cottage Owner or Group**
- 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: _____

WCOA Representative: _____ 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 WCOA and Group or Individual

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

Deposit Cheque Returned:

Renter Signature: _____ Date: _____

WCOA Representative: _____ Date: _____

WCOA Executive Contact List:

President: Carol Rowan pcrowan@sasktel.net (306) 281-2517 cell @ lake

Secretary: Heather Kuiack kuiack@live.ca (306) 663-5889 @ lake

Treasurer: Sandra Messett messetts@gmail.com (306) 663-5627 @ lake

Hall Custodian: Elsie Wiggins jewiggins@sasktel.net (306) 663-4787 @ lake