

# **Thessalon First Nation Band Owned Rental Policy**

## ***Preamble:***

***This Policy contains the rules under which the Thessalon First Nation Community Centre and Day Care facilities may be used.  
Thessalon First Nation Band Council sets rental fees, and cleaning fees, and these may be changed from time to time without prior notice.  
The Community Centre consists of the main room, and the kitchen.  
The Day Care Centre consists of both upper and lower level.***

## **1. Usage:**

- a) Both the Community Centre and Day Care Centre are available for use for community and private events, as well as for use by non-profit and for-profit activities.
- b) All users must abide by this Policy, and must respect the integrity of the building and its contents.
- c) All users must complete and sign a Booking Form & Letter of Agreement, attached to this Policy as *Appendix A*, when booking their event. The Agreement will specify that they will abide by all of the terms of this Policy.
- d) All users must be specific about the nature of their event.
- e) Users must respond promptly and politely to any complaints concerning matters related to their event (e.g. noise).

## **2. Reservations:**

- a) All reservations for use of the facilities are made through the Receptionist at the Administration Building
- b) Reservations must normally be booked at least one (1) week in advance of the proposed event.
- c) Space can be booked up to four (4) months in advance.
- d) Reservations will be on a first-come/first-served basis.
- e) In the case of a booking conflict, the following is the priority for bookings:
  1. Thessalon First Nation Program Events
  2. Thessalon First Nation Member Bookings
  3. Outside Bookings.
- f) Already-booked events will not be bumped to accommodate Thessalon First Nation Program events.
- g) Rental fees must be paid in cash (see *Appendix B: Schedule of Fees* for more info).
- h) A cleaning fee will be charged, if the facilities and or equipment have not been adequately cleaned.
- i) A damage fee will be charged if the facilities and or equipment have been damaged.

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## **3. Keys:**

- a) Only the person(s) who sign(s) the Booking Form & Letter of Agreement is/are to be given the keys.
- b) The Receptionist will inform users about receiving keys. After the event, the user will return the key to the Receptionist at the Administration Building.

## **4. Hours of Use:**

Monday to Thursday: 9:00 a.m. to 11:00 p.m.

Friday & Saturday: 9:00 a.m. to 2:00 a.m.

Sunday: 9:00 a.m. to 11:00 p.m.

Set-up and clean up must be completed within the above specified hours.

**PLEASE do not enter the premises while another activity is in progress.**

## **5. Fees:**

- a) The Thessalon First Nation Chief and Council set the Rental Fees.
- b) The Thessalon First Nation Chief and Council, reserves the right to change these fees without prior notice, but will honour bookings already signed.
- c) The Schedule of Rental Fees is attached to this Policy as *Appendix B*.

## **6. Responsibilities:**

- a) Anyone wishing to reserve the facilities must be 18 years of age or older. People under the age of 18 who wish to use the facilities must have someone 18 years or older supervising the event at all times. The name of that person must be indicated on the Letter of Agreement.
- b) All users must return the Centre to a clean and orderly condition following their event. This includes all tasks outlined in this Policy as *Appendix C*.
- c) All fire and safety regulations must be followed.
- d) Smoking is prohibited everywhere in the Centre.
- e) The sale or consumption of alcohol is permitted only in accordance with the regulations of the LLBO. A copy of the Liquor License must be handed in with the completed Letter of Agreement if liquor is going to be sold on the premises.
- f) The sale or consumption of illegal drugs is not permitted and will not be tolerated.

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- g) No unauthorized gambling will be permitted on the premises.
- h) No pets are permitted in the Centre, except guide dogs.
- i) Bicycles, roller blades, and other such equipment is prohibited anywhere inside the premises. Rough activity, such as ball playing, is also prohibited.

### **7. Compliance:**

- a) The user acknowledges and agrees that Thessalon First Nation is not liable or responsible for any personal injuries or loss of property incurred by the user and/or their guests.
- b) The user indemnifies the Thessalon First Nation for any costs and/or damages of any kind incurred as a result of claims by anyone with respect to the above.
- c) The user acknowledges and agrees to abide by all of the provisions of this Policy and that failure to do so may result in the denial of any further use of the Centre.

**Thessalon First Nation  
Band Owned Rental Policy  
APPENDIX A  
BOOKING FORM & LETTER OF AGREEMENT  
COMMUNITY CENTRE RENTAL / DAY CARE RENTAL**

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**Name of User:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Purpose of Event (be specific):** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Hours: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Alcohol Beverages:** Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, a copy of the License must be attached to this form).

**LETTER OF AGREEMENT:**

I \_\_\_\_\_ as the user of the \_\_\_\_\_ Centre facility, will take full responsibility to ensure that all of the following conditions are met:

1. I/We will be the only person(s) to pick up, use and return the keys according to the booking schedule.\*
2. I will observe all LLBO, smoking and safety regulations.
3. I will prevent all users and guests from loitering outside the Centre before, during and after my event.
4. Where this event is for those under the age of 18 years, I will be present for the entire event. If I cannot be present, I have indicated below the name of the person who will be present.\*
5. I will return the facilities to a clean condition at the end of my booking.
6. I will be the last person to leave the Centre.
7. I will make a special request to the Administration/Health Department if I wish to use the Audio Equipment.

I agree and understand that failure to meet any or all of the above conditions may result in the loss of my right to future use of the \_\_\_\_\_ Centre. I have received a copy of the Community Centre Policy and agree to all its conditions.

**Signature of User:** \_\_\_\_\_  
**Thessalon First Nation:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Where applicable, the name of the person over the age of 18 that will be present during the event: \_\_\_\_\_.

**Thessalon First Nation  
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APPENDIX B  
SCHEDULE OF RENTAL FEES  
COMMUNITY CENTRE / DAY CARE CENTRE**

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**Rates:**

The fee outlined below has been approved by Band Council. Chief and Council reserves the right to change these fees without notice. Fee changes will be determined by the cost of the daily utilities rates.

**Thessalon First Nation Members Fees:**

\$10.00 per hour (Anything three (3) hours or more is considered ½ day)  
\$50.00 ½ day (Anything five (5) hours or more is considered full day)  
\$100.00 day

Sale of Alcohol rental fee - \$150.00

**Non-Profit and For-Profit Outside Groups / Individuals:**

No hourly rate available  
\$75.00 ½ day (Anything five (5) hours or more is considered full day)  
\$125.00 day

Sale of Alcohol rental fee - \$175.00

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## **APPENDIX C** **TASK CHECKLIST** COMMUNITY CENTRE / DAY CARE CENTRE

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**Have you remembered to.....?**

<b>Community Centre main area/Day Care Centre Upper &amp; Lower Level:</b>	<b>Yes</b>	<b>No</b>
Wash all tables, chairs & push all chairs in.		
Sweep or dry-mop floor. If floor is sticky or muddy, wet-mop.		
Remove ALL SCUFF MARKS from floor.		
<b>Kitchen:</b>		
Wash and PUT AWAY ALL dishes.		
Sweep or dry-mop floor. If floor is sticky or muddy, wet-mop.		
Remove all food.		
Clean appliances.		
Clean counter tops.		
Clean sinks.		
<b>Washrooms:</b>		
Leave washrooms clean.		
<b>Other:</b>		
Remove all decorations.		
Bag and tie all garbage and leave in lobby area.		
<b>Security Check:</b>		
Close and lock all windows.		
Turn off all appliances.		
Turn off all lights.		
Close and lock all doors.		

**Damages:** Return Checklist to Administration building if reporting damages

Report and describe the following damage (s) if any:

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF USER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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***APPENDIX D***  
**WAIVER & ACKNOWLEDGMENT**  
**COMMUNITY CENTRE / DAY CARE CENTRE**

1. I have read and understand the requirements of Thessalon First Nation “Community Centre/Day Care Centre Policy”.
2. I acknowledge that I will not hold Thessalon First Nation responsible for any injury or harm caused to myself or any of the participants in my event, and I release Thessalon First Nation of any and all liability, whether arising from its negligence, or otherwise.

**SIGNED AT THESSALON FIRST NATION BY:**

\_\_\_\_\_  
**SIGNATURE OF EVENT SPONSOR / USER:**

\_\_\_\_\_  
**DATE:**

\_\_\_\_\_  
**SIGNATURE FOR THESSALON FIRST NATION:**

\_\_\_\_\_  
**DATE:**