

Indoor Facilities

Rules and Regulations

- 1) The user agrees to assume responsibilities for the conduct of its members and/or patrons.
- 2) The user shall be responsible for damage to the building or contents caused by members and/or patrons.
- 3) The user must contact the Town Of Sundre Community Services Department at (403)-638-3551 at least two weeks prior to the event regarding set-up and any special requirements.
- 4) Keys are to be picked up and returned to the Town Office as pre arranged.
- 5) NO CONFETTI is allowed in or around the facility. An additional cleanup fee will be charged if this rule is not adhered to. Charges will be applied to the credit card provided to us.
- 6) The user is responsible for special licenses, permits and insurance if and where necessary. If serving alcohol the user must provide Host Liquor Liability Insurance (PAL Insurance) for 2 million dollars. Insurance must be provided 2 weeks prior to the event. The bartenders will be required to have the Pro-Serve Liquor Staff Training Certification and proof must be provided with the insurance to the Town Of Sundre.
- 7) Liquor license regulations MUST be strictly adhered to.
- 8) Each function must be cleared out of the center by 4:00 am. Failure to do so will result in the user being charged an overtime rate of \$50.00 per hour or portion thereof. Special arrangements may be made if the facility is not rented the next day.
- 9) Any food or liquor must be removed immediately upon completion of the event.
- 10) No glass bottles use cans instead. Pour coolers into plastic cups before serving.
- 11) The Town Of Sundre will not be responsible for the loss of personal effects or injury to the user or any third parties. (Do not leave any valuables in the facility when unattended – others users may have a key.)
- 12) Arrangements for security guards or personnel for crowd control are the responsibility of the user.
- 13) It is responsibility of the user to ensure periodic inspection to the facility during the entire rental period this shall include washrooms. Damage must be reported to the Town Of Sundre Community Services Department as soon as possible.

- 14) The Town Of Sundre Community Services Department will determine additional cleanup charges.
- 15) All decorations, posters, streamers or other fixtures may be established in or about the facility with the direct supervision of the person named as renter of the facility.
- 16) NO TAPE of any sort may be used on painted surfaces or floor. You must use a special tacky gum adhesive for this purpose.
- 17) No nails, thumbtacks, staples or screws may be used anywhere in or on the facility.
- 18) The use of privately owned appliances must be authorized by the Community Services Department.
- 19) ALL FIRE DOORS MUST BE FREELY ACCESSIBLE AT ALL TIMES! (This means no tables in front of the fire doors)
- 20) The rental price does not include janitorial work. Renters are expected to clean the facility according to the checklist provided prior to their event.
- 21) All business being contracted to work the facility must obtain/or have a current business license for the Town Of Sundre and be able to provide a proof of their business license upon request.
- 22) A pre-inspection of the facility will be done with the renter on or before the rental date with a Community Services staff member or a designated person. If the rental date is on a Saturday or Sunday or on a Statutory Holiday, the pre-inspection will be done the Friday or the date immediately before the rental date. If the renter decides not to do a pre-inspection, they do so at their own risk. This pre-inspection will exclude renters who are continuous renters.
- 23) A post-inspection will be done after the rental date by a Community Services staff member or a designated person; as this time, all equipment rented will be tested, if any damage is noticed the damage deposit fee will be held. If the rental date is on a Saturday or Sunday or on a Statutory Holiday, the post-inspection will be done on the following Monday or the date immediately after the rental date. This will exclude renters who are continuous renters.
- 24) Any items left behind shall be placed in a Lost and Found bin and held for 2 weeks. After that time period all items will be donated to the local thrift store.

NOTE: You are responsible for the building while you are using it. Remember that all town-owned facilities are available to the community and others will be using it after you. They will expect a clean, well-maintained facility. Please leave it as you found it.