



## FACILITY BOOKING AGENT REPORTING FORM

This report should be completed monthly, at the end of each month, and submitted to the Bouchie Lake Recreation Commission attached to any invoices for payment.

Date Completed: Jan 30/15 Submitted By: Angela Mezzatesta

Month / Year: Jan 1 – 30/15

Number of Rental Enquiries: 3

### Summary of how people find out about the Bouchie Lake Hall & Recreation Grounds?

Website		Leisure Guide		Previous Client		Other:	
Word of Mouth	X	Road Signage		Local Resident	X	Other:	

Total Number of Showings: 0 Total Number of New Bookings (Hall): 0

Total Number of New Bookings (Outside): 0

Total Number of Hours Worked: 55 Total km. driven for BLRC Business: 40

**Recommendations / Concerns / Comments:** January was a busy month – lots of meeting & ph calls with BCHC prg organizers & Wrkshp leaders. Inventoried supplies to deal with snow removal – purchased 2<sup>nd</sup> shovel for upstairs (rear stairs & path need to be cleared for safety) & de icer. Several snow falls – current custodian not available to clear as needed so responsibility shifted to agent. Managed mail, emails, FB & website. Replaced keyboard tray & PP Manual completed (review & adoption required). Sent activity/event list to Contractors (custodial/Snow removal). Fielded rental inquiries & questions re: Program hosted @ hall. Trouble shooting re: false alarms – 4 reported by monitoring station in January. Spoke with Tech @ Hagar – arranged site visit to determine issue. Contact on door determined problem – too much play, foot plate & magnet replaced; door is solid now. Ordered 2<sup>nd</sup> 1<sup>st</sup> Aid kit for Meeting room. Recommend Office Assistant role be considered, tasks involved in Agents position i.e. – changing Hwy sign could be accomplished by person with lesser qualifications.