



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: Nov 1/15 Submitted By: Angela Mezzatesta
Month / Year: Nov 2015

Number of Rental Inquiries: 5

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

Website	Leisure Guide	<u>Previous Client</u>	Other:
Word of Mouth	Road Signage	<u>Local Resident</u>	Other:

Total Number of Showings: 1 Total Number of New Bookings (Hall): 3

Total Number of New Bookings (Outside): _____

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

Recommendations / Concerns / Comments:

Front Entry project – working with Contractor re: selection of flooring, paint, electrical service, telephone wire rerouting & final inspection/walk thru

Marketing hall rentals, ongoing – via FB posts & Hwy signs – rentals continue during construction period; hall or mtg booked 15 times and main arena used 1 time during November!

Audit – building & grds completed

Fire Exit signs (3 not working) – site visit Nov 14/15 by Greg (Cariboo Fire Protection) determined bulbs out... units old so replacement bulbs may not be available. Greg to follow up & recommend how to proceed.

Petty cash – management

Auto door opener installed – instructions for use & operation manual provided by Agent

Report to RCMP – More tampering to 2nd floor entry, info added to file # 15 – 8748 & Constable McCarthy advised members will include monitoring site to rotation.

Custodian – Wendy is doing a marvelous job... she is very thorough and takes pride in looking after the hall!

Any funding for extras, recommend two (2) items on annual list occur before year end – cleaning inside of kitchen cupboards/washroom vanities (not done in 3 years), inventory table/chairs (ensure all safe/clean)?

Snow removal – Cam Hatfield (The Sandman services) is our contractor, under verbal agreement; provide him with a monthly list of events/activities scheduled at the hall. When snow 3' or more of snow accumulates he will remove & sand, as required.

General requests from public/organizations:

When will front entry be done!!! – Lots of inquiries

Will there be an Opening/ceremony for it & will user groups have opportunity to join in?

Recommendation:

Contract with janitorial service to clean/wax floors in kitchen/front entry & upstairs

Purchase a bulletin board/covered & install on outside wall so is accessible 24/7 to community for info/postings

Re: What is happening in BL & Area?

Reserve funds – use or transfer & to who? as the RC Bylaw/function is being rescinded.

Purchase a labeller – needed to label location of supplies/identify electrical panel/provide instruction;

researched option/reviews & recommend: Brother PT-D600 Label Maker available @ Staples for \$59.99 + tax (online).

Re keying new door to match existing – researched changing out lock, cost estimate from Hagar