



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: Sept 30/15 Submitted By: Angela Mezzatesta

Month / Year: Sept 2015

Number of Rental Inquiries: 3

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

Website	Leisure Guide	<u>Previous Client</u>	Other:
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Word of Mouth	Road Signage	<u>Local Resident</u>	Other:
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Total Number of Showings: _____ Total Number of New Bookings (Hall): 3

Total Number of New Bookings (Outside): _____

Total Number of Hours Worked: _____ Total km. driven for BLRC Business: 90

Recommendations / Concerns / Comments:

NDI grant – working with Contractor on project, provide info for report

Marketing hall rentals, ongoing – via FB posts & Hwy signs – rentals continue during construction period, cut new keys & memo to User grps re: access via rear door.

Roof – water issue; spoke with Mons Aase – Aase Roof Inspection. Ken – Inspector to visited, took photos so specs can be drawn up. Then companies can quote for repair/replacement required.

Mainline Roofing – follow up re: quote, no responses to date

SRG Pressure Washing – gutters/downspouts cleaned, awaiting invoice

Front Entry project – keeping pic diary for NDI report & posting on FB page

Claymine trails – Interview /w radio Cariboo Country & Goat FM re: trail opening & Wayne monitoring, does site visit 2x month

Water softener – request Wayne add product

Phone extension– contacted Shaw, inquired about costs, forwarded info to Commissioners/Director & set up install appt. New ph. # 778 465 - 1800

Petty cash – management + submitted for replenishment

General requests from public/organizations:

Yoga – 1 inquiry; is it happening, when & registration

Pickle ball – 2 inquiries; is it being offered, when is starting

Recommendation:

Monthly cell ph. allowance - \$15.00 p/m to start January 2016 (review June 2016), to offset FA use of personal cell for BLRC business.

Back stair on rear entry porch – 1 step cracked, requires replacement

PA system – outdated/complicated – research replacement cost

Boards on Ice rink – broken, deteriorating, some need replacement