



GENERAL POLICIES AND FEES – HALL /GROUNDS

POLICY # 2017-004.2

Adopted February 15, 2017

RENTAL POLICY

Charging fees is standard practice for Halls/Grounds when individuals, private groups or non-profit groups wish to reserve and exclusively utilize public facilities (examples include but are not limited to: hall, kitchen, meeting rooms, riding arena etc.).

I. GENERAL RENTAL POLICY

1. Rental fees for use of Bouchie Lake Hall/Grounds by a third party shall include:
 - i. the use of the space
 - ii. the cost to sanitize the facility as required to meet public health standards
 - iii. the use of equipment not under lock & key, located within the facility
2. Renters are required to pay a damage deposit, no later than 30 days prior to the event, which is fully refundable upon leaving the facility in the same condition as it was found and the key is returned. The Renter shall clean the Hall themselves following a clean-up checklist provided by the Facility Manager. Failure to complete the checklist satisfactorily will result in the cost of the cleaning being deducted from the Renter's damage deposit. The clean-up checklist may include but is not limited to spot washing floor and walls, sweeping the floor, washing down tables, picking up all paper and garbage and placing in receptacles, toilets should be flushed and no taps left running. *This deposit is non-refundable if the booking is cancelled within 30 days or less of the event.*
3. Renters are required to provide two million dollar liability insurance naming the Cariboo Regional District as an additional insured. This insurance can be purchased, at time of rental, from the Facility Manager (as per the CRD insurance policy & fee schedule) or from an Insurance Broker. If the Renter will be obtaining their own insurance policy, a copy must be provided 30 days prior to the event.
4. All Renters to pay a SOCAN Tariff, if applicable, as required by law, when using music for non-educational purposes.



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5. All Renters playing sound recordings as a part of event/reception are required to pay *Re:Sound* tariffs based on fee schedule established. Licensing fees will be collected by the Bouchie Lake Hall/Grounds to be forwarded to *Re:Sound* after the end of each quarter.
6. If liquor will be served at the event/reception, a liquor license is required. A copy of the license must be posted in the designated area during the event and another copy provided to the Facility Manager for inclusion in the Renter's file.

II. EVENTS WHERE RENTAL FEES ARE REDUCED:

1. Reduced rental fees (for the use of the Hall and associated equipment) may be arranged with the Facility Manager, on behalf of the Bouchie Lake Recreation Commission, for the following:
 - i. Memorials for Bouchie Lake and Milburn Lake residents who had lived in the area for more than 25 years. Although rental fees may be reduced, insurance, applicable licensing and damage deposit will still apply.
2. Reduced rental fees (for the use of the Hall and associated equipment) may be considered if a letter is submitted to the Bouchie Lake Recreation Commission indicating date and time for each fee reduction requested. The letter must be signed by an authorized representative.
 - ii. Community-based fundraisers or benefit events – local, provincial, Canada-wide – with benefits to local individuals or organizations.
 - iii. Non-profit providing a community service event – the event must be open to the *entire* public with **no charges and/or fees**.
 - iv. Commissioners on the Bouchie Lake Recreation Commission can access the Hall for one private event per year at 50% of the regular rental rate. This benefit is non-transferable (i.e. it cannot be used by another person and/or family member) and the following criteria applies for a Commissioner to access this benefit: (i) they must have been a Commissioner on the BLRC for a minimum of 1 year (12 months) and (ii) they must have attended at least 60% of meetings held. Insurance, damage deposit, and other fees still apply.



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The granting of reductions is dependent upon budget and operating impacts. To the extent a reduction can be granted without negatively impacting the Bouchie Lake Recreation Commission's budget or operations, these considerations will guide the Commission's discretion.

3. Full rental fees may be covered by the Bouchie Lake Recreation Commission in the following situation:
 - i. Events, such as dinners, dances and other social gatherings – excluding events where alcohol/liquor is served – that are sponsored/co-sponsored and under the active control of the Bouchie Lake Recreation Commission. (i.e. Senior's Luncheon, Halloween, Christmas Potluck)

III. RENTAL - POLICY PROCEDURE/IMPLEMENTATION

1. The Facility Manager will collect the damage deposit from the Renter at the time of booking or no later than thirty (30) days prior to the event.
2. Thirty (30) days prior to the event, the Facility Manager will meet with the Renter to complete the Rental Agreement, confirm the insurance coverage, and collect the remainder of the rental fee plus other relevant fees.
3. The Facility Manager or designate will do a **pre-rental** walk through to establish the condition of the Hall with the Renter, as per the *Hall Clean Up Checklist* prior to releasing the key & access code to the Hall.
4. The Facility Manager or designate will meet with the Renter to do a **post-rental** walk through to assess the condition the hall after the event, utilizing the same *Hall Clean Up Checklist*. The Renter may return the key directly to the Facility Manager (or designate) at this time, otherwise the key should be left in the drop box at the front door.



Bouchie Lake Recreation Commission

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5. Should the Custodian, as the Facility Manager's designate, determine that the clean-up has not been completed satisfactorily by the Renter, the Custodian should notify the Facility Manager and wait for authorization before proceeding with any clean-up that is considered to be the responsibility of the Renter.
6. If the Renter elected to have the Custodian do the clean-up, the Custodian will be scheduled to come in after the conclusion of the event for general clean-up and to sanitize.
7. Upon completion of the **post-rental** walk through, the Facility Manager will put in a request to the BLRC Treasurer for the refund of the damage deposit, indicating deductions where appropriate.

NOTE: *This policy replaces Policy # 2017-004.1*