

Town of Arborfield

Policy: 18-001

Community Hall Policy

Community Hall

1. The Town of Arborfield operates the Arborfield Community Hall for the enjoyment and use of the public.
 - a. The operations of the community hall shall be out of a separate bank account with signing authority as set by resolution of council. Town administration will be responsible for all billing, collections, accounts payable and bookkeeping. All expenditures will be approved by council. Statement of Income and Expenses and bank balances will be reported to council monthly.
 - b. A caretaker will be contracted with duties as outlined in Schedule A. The compensation will be: **\$450 per month plus 20% of bookings**.
 - c. The Community Hall shall bill out the power, energy and insurance costs 50% to the RM of Arborfield No. 456 and 50% to the Town of Arborfield for reimbursement.

Community Hall rental

2. The Community Hall may be rented for events by an individual, corporation or community group ("the renter") by making a booking with the caretaker.
3. The renter must enter into a rental agreement with the Town of Arborfield prior to being given access to the facility.
4. The Community Hall may be booked by a community group for a public event for a nominal fee or donated amounts as approved by council with the understanding that regular fee bookings would take priority.

Rental agreement

5. The Rental Agreement as outlined in Schedule B shall be used for all bookings.
6. The Rental Agreement shall be signed by the individual, or in the case of a corporation or community group, the persons with signing authority to do so on behalf of that corporation or community group.
7. The renter's responsibilities must be carried out by the renter.
8. The rental rates are due immediately after the event.

9. Damages or additional cleaning will be assessed by the caretaker after the event and charged out to the renter.

Fees

10. Hall rental rates:

- | | |
|---|--------------|
| a) Small meetings (50 people or less) | \$150 |
| b) 5 Hours or less | \$250 |
| c) 5 to 12 Hours | \$325 |
| d) Weekend (2 Days) | \$400 |
| e) (Tables and chairs may be rented and removed from the Hall at the Hall Rental Rate for that time period) | |
| f) Additional Rate - Kitchen with ovens | \$100 |
| g) Additional Rate - Kitchen without ovens | \$50 |
| h) Trade Fair table rental | \$10 |

11. Damages rates:

- a) Damages requiring a contractor – **Charged out at cost**
- b) Damages to table - **\$120 each**
- c) Damages to chair - **\$50 each**
- d) Lost or damaged jigger - **\$25 each**
- e) Additional Cleaning or labour rate - **\$30/hr**

Adopted this 21 day of Nov, 2018

Amended this 19 day of Oct, 2022

Amended this 21 day of Nov, 2023

SCHEDULE A
Arborfield Community Hall
Caretaker Contract

Compensation:

- \$450 per month plus 20% of all bookings

Responsibilities:

Bookings:

- Receive bookings from clients by telephone and record them at the time of call
- Maintain a booking calendar for all bookings
- Resolve booking requests for same day and time on a first-come first-served basis
- Revenue bookings shall have priority over non-revenue bookings
- Confirm booking with Town administration and communicate details (ie. Date, Contact information, Length of booking, kitchen partial or full).
- Be available by phone to resolve problems during a booking

Client meetings:

- Obtain contact information from renters and fill out on rental agreement
- Go over rental agreement with client and send them a copy
- Maintain a file of all rental agreements as a record of booking
- Disperse keys
- Ensure keys are returned
- Inspect hall and all tables/chairs after event for damages or excessive cleaning that needs to be done
- Inform Town administration to arrange for damage repairs or excessive cleaning to be billed out

Floors:

- Vacuum mats in entryway, kitchen and side exit
- Vacuum behind stage area and wet mop stage as needed
- Dry mop floors
- Clean main hall area and kitchen with floor scrubber
- Wet mop small areas such as bar, bathrooms, kitchen and along edges where scrubber doesn't reach
- Launder dry and wet mops when required

Bathrooms:

- Clean and sanitize sinks, toilets, doors and mirrors
- Wet mop floors
- Stock all soap and paper product dispensers
- Wipe stall walls if required
- Take out garbage if required

Kitchen & Bar:

- Sanitize counter tops and sinks
- Ensure garbage has been taken out by renters
- Wash garbage cans if required
- Check cupboard fronts, stoves, microwave, coolers, fridge, carts, warming unit, freezer and walls by serving windows for spillage and wipe if required
- Launder dish towels as required

Outer Premises:

- Check sidewalk and exterior perimeter for garbage and remove if required
- Keep front sidewalk and exit entries clear of snow and ice (request help from Town when excessive)

Stock and supplies:

- Replenish all janitorial supplies in dispensers as required
- Make orders for all janitorial supplies including floor stripper, floor wax, floor cleaner, paper products, soap dispenser product, toilet cleaner, floor cleaner pads and garbage bags from janitorial supply companies that carry the appropriate products
- Pick up all other supplies from local stores including bleach, vinegar, glass cleaner, dish soap, ice melter, coffee filters or any other items that can be supplied locally

Furnace and mechanical areas:

- Check and replace batteries in thermostat and alarm call system when required
- Check outside furnace vent in winter to make sure it is clear of ice and snow (request help from Town when excessive)
- Ensure furnace, air conditioner and all other mechanical systems are functioning

AED:

- Check batteries once a month and initial sheet
- Report any dead batteries or expired pads to Town administration

Annual maintenance:

- Vacuum benches and wipe ledges along bench areas
- Clean storage rooms
- Wash walls and light fixtures after fly season
- Dust podium
- Clean light fixtures, walls and blinds in kitchen, bar, entrance and coat room
- Wipe fans
- Wash tables and chairs that require cleaning
- Have rugs shampooed as required
- Change any light bulbs (including main hall area) when required
- Wax floors twice per year (Jan & Jun)
- Strip floors as needed (approx. every two years)

Report any maintenance issues or repairs required to Town administration.

This contract is to ensure the quality care and management of the Arborfield Community Hall between _____ and the Town of Arborfield as per the duties and responsibilities outlined above. A (3) three-month trial period will be given, followed by periodic job reviews as required. Termination of this contract shall be made after (1) month notice from either party.

Date

Caretaker

Town of Arborfield

SCHEDULE B

Arborfield Community Hall Rental Agreement

Bookings are made with Stephanie @ (306)769-8785.

Responsibilities of renter:

- Set up tables and chairs as needed.
- Wipe tables and put away after use.
- Wipe chairs and stack 8 high (same color in each stack).
- Use trolley to move stacks of chairs. Store chairs in east storage room 3 rows wide. Store extras in west storage room. Do not block furnace room entrance.
- Funeral service – caretaker sets up chairs, renters put away.
- Funeral lunch – caterer sets up tables and chairs, renter puts away.
- Do not remove the stage curtains or the strings of lights from the side walls.
- Leave wet kitchen towels in kitchen laundry basket.
- Sweep and mop excessively dirty floors.
- Check taps and sinks in kitchen and bathrooms make sure the water is not left running.
- Place bags of garbage in large dumpster located on west side of hall.
- Place recycling in blue cart also on west side of hall.
- Lock doors and return key to caretaker.

Thank-you for your cooperation and consideration
For any problems please call Stephanie @ (306)769-8785

Arborfield Community Hall Rental Rates

| | |
|--|-------|
| Small meetings (50 people or less) | \$150 |
| 5 Hours or less | \$250 |
| 5 to 12 Hours | \$325 |
| Weekend (2 Days) | \$400 |
| In addition: Use of Kitchen for meal preparation (ovens) | \$100 |
| Use of Kitchen (no ovens) | \$50 |
| Trade Fair table rental | \$10 |

Notes:

Damages will be repaired by the Town and charged to the renter.

Cleanup or labour hours will also be charged if the Hall is left in a mess or the tables/chairs are not cleaned after use or put away properly at \$30/hr. Damaged tables \$120 ea - damaged chairs \$50 ea. Jiggers for use in the bar are available from the caretaker. If lost or damaged - \$25 each.

Rates are determined by length of function and do not include time used to decorate or prepare for the event (one day or less depending on other bookings). Payments are made to Arborfield Community Hall Box 215 Arborfield, SK S0E 0A0 or can be made at the Town office or by etransfer to: townarborfield@sasktel.net. Thank-you.

Renter name: _____ Address: _____

Contact phone: _____ Signature: _____

Date Key picked up: _____ Date Key returned: _____