



CORPORATION OF THE VILLAGE OF POUCE COUPE

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Updated November 20, 2009

Community Centre Rental Guidelines

Weeknight Rentals:

1. Rental Fees are \$125 for hall alone, 3 hours or less; \$250 for hall alone, 3+ hours; \$100 flat fee for kitchen use.
2. Rentals may not begin before 3:00 p.m. and must be finished before 9:00 p.m. (This ensures children are out of the school before the public enters and allows time for the janitor to clean afterwards.)
3. All setup/takedown must occur between the above times. No items are to be left in the hall or kitchen overnight from Sunday-Thursday, no exceptions.
4. No member of the general public may occupy the building during school hours, with the exception of Pro-D days and statutory holidays.

Weekend Rentals:

1. Rental Fees are \$125 for hall alone, 3 hours or less; \$250 for hall alone, 3+ hours; \$100 flat fee for kitchen use.
2. Rentals may not begin before 3:00 p.m. on Friday afternoon and must be finished before 12:00 noon on Sunday. (This ensures children are out of the school before the public enters and allows time for the janitor to clean afterwards.)
3. Setup may begin on Friday but all takedown must be complete before 12:00 noon on Sunday.
4. For a wedding, the rental cost of \$350 (\$250 for hall and \$100 for kitchen) includes time to decorate after 6:00 p.m. on Friday night, all day Saturday and time for takedown until 12:00 noon on Sunday.
5. No member of the general public may occupy the building during school hours, with the exception of Pro-D days and statutory holidays. NO EXCEPTIONS

All Rentals

- If alcohol is served, a liquor license MUST be purchased and the kitchen MUST be rented.
- Renters who use the kitchen must provide a Food Safe Certificate and are responsible to bring their own dish soap, bleach, dishcloths AND ANY OTHER DISPOSABLES (styrofoam cups, coffee, etc). Guidelines for proper dish washing are posted on the wall in the kitchen and must be followed.
- Rental includes the use of the chairs, tables, dishes, cutlery, and wine glasses. If any of the above items are broken during an event, please report it when the keys are returned.
- **Renters are NOT required to complete any janitorial work after an event. Anything brought into the Community Centre must be removed. In the kitchen, all dishes must be washed and put away and counters wiped. In the Hall, all chairs and tables are to be returned to their storage locations and all decorations removed.** Mops and brooms are in the custodial closet next to the kitchen and may be used to clean up spills and messes during the event, but the cleanup of all floors and bathrooms, etc will be completed by the Pouce Coupe Elementary School custodial staff.
- No renter is permitted to use **any** of the athletic equipment stored in the facility (mats, balls, etc) unless previously arranged for a sports related rental.
- The sound system is available for use; however, the renter must provide their own sound technician. Any damage caused by the improper use of the equipment will be the responsibility of the renter.
- An inspection will be done before and after an event. Any damage noted before will be photographed. Should there be any new damage noted after an event, the damage deposit will be held until the repairs can be made. Should the damage exceed this deposit, the renter will be held responsible for the balance.
- **EVERY USER MUST PROVIDE PROOF OF INSURANCE:** if your company/association has existing insurance that covers all employees/members at any event, you **must** provide copies; if you are serving alcohol, you **must** purchase Party Alcohol Liability Insurance; if you do not have an existing policy you **must** purchase Special Occasion Insurance or Sport Liability Insurance. At the discretion of the Village of Pouce Coupe, low risk events (public meetings, presentations etc.) may not require insurance - this must be arranged prior to picking up the keys.