



Gambo Community Youth Centre (GCYC) Rental Agreement and Rates Policy

Policy Number: 2021-002

Resolution Number: _____

Date Approved: _____

Purpose:

A policy by which staff can follow when renting out the Gambo Community Youth Centre to the general public.

Definitions:

Facility: Gambo Community Youth Centre.

Renter: the person or party who has requested to rent the Gambo Community Youth Centre and has agreed to the terms as outlined in this policy.

Town: The Town of Gambo.

Applications and Procedures

Basic rental fees structure and costs:

Private functions taking place either during the day or night*:

- Flat rental fee of \$50 with a \$25 cleaning/damage deposit.

Non-for profits, community groups, local crafters and artisans:

- Free.

Responsibilities of the Renter

- i.) The facility can be rented by any individual over the age of 18 who can provide a photo ID, phone number and address.
- ii.) Decorations cannot be placed in a way that would be damaging to the walls, furniture, or permanent fixtures of the buildings.
- iii.) Any damages that occur as a result of a rental shall be paid by the renter.
- iv.) Renters must pay rental fee as structured above on or before the day of the event.
- v.) Security is the responsibility of the renter.
- vi.) All town buildings and facilities are smoke free zones.
- vii.) There shall be no deep-fat fryers operated in the facility.
- viii.) The Town can terminate any rental of the facility or refuse to rent the facility to any party as its sole direction, and for:
 - a. Non -payment of past rental fees,
 - b. Unruly, noisy or improper behaviour,
 - c. Failure to abide by any by-laws and regulations as established by the Town of Gambo and any laws or regulations as set by the province of Newfoundland and Labrador/or nation of Canada.



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- ix.) Renters are responsible for the setting up of tables and taking down tables, disposing of garbage and recyclables in receptacles provided, cleaning any dishes and cutlery and leaving the facility in the same usable order as they had found it.
- x.) Renters can hire caterers for the event but this must be arranged by the renter and is not a service offered by Town staff.
- xi.) No alcohol is permitted on premises.

Responsibilities of the Town of Gambo

- i.) Amenities provided by the Town of Gambo:
 - a. Heat,
 - b. Property, fire and Liability Insurance ,
 - c. Garbage disposal (if waste is placed in provided receptacles),
 - d. Snow clearing.
- ii.) Regular light maintenance and repair of the facility and its grounds.
- iii.) Annual fire inspection, occupancy permits, licensing, and the fire extinguisher maintenance .
- iv.) Consumables such as toilet tissue, paper towels, cleaning supplies, light bulbs and fluorescent tubes.

Non-Compliance:

* Facility must be left in the condition it was found when renter entered building. Renters are responsible for sweeping, mopping and disposing of garbage in receptacles provided. Failure to do so will result in the non-refund of the deposit. Any damages that total over the deposited amount of \$25.00 shall be the responsibility of the renter and shall have to be paid in full to the Town of Gambo. Damages that total \$25.00 or less shall result in the non-refund of the \$25.00 deposit.

Reservations or Rights:

The Town of Gambo reserves the right to change, modify or cancel this policy at any time as it deems necessary.

REVISION HISTORY:

Revision:	Resolution:	Change Made:	Date:

Signature: 

Mayor

Date: November 30, 2020

Signature: 

Town Clerk/Manager

Date: November 30th/2020