

Gymnasium Rental Policy

Section 1 - Reservation Policies

- A. Throughout the year, the HMMC Gymnasium is available for rental dependent on availability. Please contact hmcc.harvey@gmail.com or Harvey Memorial Community Centre to book.
- B. Rental Time includes set-up and take-down required (this policy will be enforced only if time restraints require).
- C. Reservations are on a first-come, first-serve basis. The HMCC reserves the right to reschedule/cancel bookings if required but will make all attempts to avoid doing so.

Section 2 – General Rules

- A. Use of the Gymnasium shall be restricted to the gymnasium itself.
- B. The person(s) who obtains the rental is responsible to be present during the function and be responsible for the group's general conduct.
- C. The nature of the function and any related activities are to be clearly indicated at time of booking.
- D. The renter and his/her guests, invitees, and members must adhere to the posted room capacity limits.
- E. The rental is for the gymnasium itself. Utilization of sport equipment, tables, chairs, sound system should be requested at the time of booking. **In the event equipment is damaged during a rental, the renter is responsible for the replacement cost.**
- F. The person who obtains the rental must be 19 years of age.
- G. After completion of a rental, all garbage shall be placed in the garbage shed (if required) and the gymnasium returned to as it appeared prior to the rental, including sweeping floors. **Failure to do so will result in a \$50 cleaning fee.**

Section 3 – Decoration and Signage

- A. The renter is responsible for clean-up and removal of all decorations and signage and any damage that is a result of the decorations and signage set-up and/or removal.

Section 4 – Supervision

A. The renter is responsible for the adult supervision of all children in attendance of the function at all times. At no time shall a child not yet twelve years of age be permitted on the grounds or in the building without a parent or custodian 19 years of age or older accompanying such individual.

Section 5 – Alcohol

A. Alcohol is not permitted in the gymnasium area unless served from the licensed bar. Under no exception is alcohol to be brought onto the premises otherwise.

B. All alcoholic beverages must be consumed within the confines of the gymnasium area.

C. Renters may not charge fees for service or provisions of alcohol.

Section 6 – Smoking

A. The facility is Smoke-Free. There is no smoking allowed in the building. Smoking is only allowed outside 30 feet from the entrances of the facility.

B. The renter is responsible for inappropriately discarded tobacco products found in and around the rented facility. **If the area are left unacceptable, it may result in a \$50 cleaning fee.**

Section 7 – Animals

A. Animals are not permitted unless to aid those deemed necessary at any function in the facilities or on the grounds.

Section 8 – Photography

A. The HMCC reserves the right to photograph events for promotional purposes.

Section 9 – Cancellation Policy

In the event of a cancellation (at the discretion of the HMCC):

One week or more prior to rental – no penalty

Less than one week to more than 24 hours – 50% refund

Less than 24 hours – no refund

I, _____, have read the above policy, and attach my signature below signifying my agreement.

Rentee Signature

Date: _____