



Community Center Rental Policy

Scope of application

The Municipality of the Village of Ayer's Cliff wants the community center to be a place of socio-community meetings as a priority for its citizens.

The Municipality also wishes that everyone who uses the community center maintain the quality and the standards of cleanliness of the community center.

Priorities

In order to promote certain uses and benefit the organizations associated with them, the municipality uses the following elements to guide the rentals of its community center; the following order of priority is established to facilitate decision-making:

- a) municipal activities and organizations;
- b) community organizations and activities emanating from the municipality;
- c) non-profit organizations and activities emanating from the municipality;
- d) organizations and public activities emanating from the municipality;
- e) organizations and private activities emanating from the municipality;
- f) non-profit organizations and activities from outside the municipality;
- g) other organizations and activities from outside the municipality.

The following rental rates apply depending of the activities and organizations identified (applicable taxes):

TYPE OF RENTAL :	<u>Hall only</u>		<u>Hall + Kitchen</u>		<u>Hall + Kitchen + Audio</u>	
	Resident	Non resident	Resident	Non resident	Resident	Non resident
Municipal activity	Free	\$100	Free	\$150	Free	\$200
Socio-community activity	\$50	\$100	\$75	\$150	\$100	\$200
Non-profit activity	\$50	\$150	\$75	\$200	\$100	\$250
Private activity	\$150	\$250	\$200	\$300	\$250	\$350
Hourly rate	\$25/h	\$50/h	\$50/h	\$100/h	\$100/h	150\$/h

Other considerations:

- Deposit of 50% of the rental rate when booking for renters from outside the Municipality (this deposit is not refundable);
- The balance of the rental (50%) is payable upon remittance of the keys;
- Additional charge of \$ 50 for lost keys;
- Additional costs for loss of kitchen equipment such as dishes, pots, coffee maker, etc. (see attached price list);
- Additional charge of \$ 150 if the premises are not returned in the same state of cleanliness as at the moment of taking possession;
- Proof of liability insurance (except for Municipal activities and organizations).

Insurance

The municipal liability insurance covers only municipal activities and organizations.

Proof of liability insurance must accompany any rental request from:

- a) organizations and socio-community activities emanating from the municipality;
- b) non-profit organizations and activities emanating from the municipality;
- c) organizations and public activities emanating from the municipality;
- d) organizations and private activities emanating from the municipality;
- e) non-profit organizations and activities from outside the municipality;
- f) other organizations and activities from outside the municipality.

Conditions to be respected by the lessee:

1. It is strictly forbidden to smoke and/or vape inside the Community Center
2. The lessee agrees to respect the total capacity of the number of people in the building which is 120 people. It is the responsibility of the lessee to control the number of people throughout the activity.
3. The lessee undertakes to use the rented furniture and building by avoiding the deterioration of the premises, to comply with the ordinances of the Municipal by-laws, the laws governing the sale of alcoholic beverages (*Regie des alcools, des courses et des jeux*), the Public Security by-laws, to maintain order and peace inside and outside the leased building, and not exploit any illegal business or illicit activities.
4. The lessee is responsible for the damages, and/or excessive deterioration, whether voluntary or accidental, of the building or the furniture during the rental, as well as accessories, tools or systems that will have to be repaired or replaced at his expense.
5. After each activity, the garbage must be collected, the chairs and tables replaced as they were. If there are broken objects, or if the number is not complete, the tenant must replace or pay for them.
6. The lessee must let the members of the authorized staff of the Municipality visit the leased premises, and perform the usual duties of an owner
7. The lessee also agrees to maintain the room in a state of cleanliness.

8. The lessee cannot, under any circumstances assign, cancel or sublet the present lease without the express written consent of the Municipality.
9. Before leaving the premises, the tenant must restore the room to its initial state. To this end, the lessee must do or check in particular:
 - Make sure the faucets are closed.
 - Empty the inside garbage and recycling bins by putting the contents in the containers outside provided for this purpose.
 - Close electrical and / or electronic devices.
 - Do not touch the heating control.
 - Close the lights.
 - Close and lock windows and doors before leaving.
10. The lessee must vacate the premises before 3 am following the activity.
11. This policy of use and rental of the Community Center cannot foresee all situations. Unplanned situations will be evaluated.
12. In order to respect the citizens of the Municipality, music and/or noise must always be moderate. Note that from midnight on, it must stop completely.
13. In case of emergency, the lessee must promptly notify the municipal representative by calling 819-572-7034 after having firstly notified the emergency services, if necessary.

Non-refundable fees:

The following fees are not refundable by the Municipality

- Fine for an offense under a Provincial or Federal law, or a Municipal by-law;
- Theft, loss or damage of personal property;
- Amount of the insurance deductible in the event of an accident;
- Deposit.

Any deviation from this policy must be approved in advance by resolution of the Municipal Council.

Policy adopted by Resolution no. 2020-16 from the Council, dated January 13th 2020.