



COMMUNITY CENTRE RULES AND REGULATIONS GOVERNING USE OF THE TOWNSHIP – OWNED FACILITIES

The Township of Perry will not be responsible for personal injury or for the loss of theft of clothing or equipment of the applicant or organization, or anyone attending on the incitation of the applicant or organization

Security deposits are returned within 14 days, of the event after a satisfactory inspection of the Centre by the caretakers.

The permit holder must pay all damage to facilities and/or furnishing arising from the use of such facilities and/or furnishing granted by this permit and forfeit deposit.

The permit holder must pay such fees for extra work by maintenance personnel, etc., as the Township of Perry may determine.

Maximum attendance at any facility shall be governed by fire regulations or Department of Health and all exits must be kept from obstruction at all times.

All permit holders must comply with Federal, Provincial, and Municipal By-laws and resolutions including those respecting the use of games of chance, lotteries, gambling, and alcoholic beverages.

The permit holder shall be responsible for the conduct and supervision of all persons admitted to the facilities permitted, and shall see that all regulations contained in the permit are strictly observed.

The permit holder shall be responsible for seeing that all persons admitted to the function being held have vacated the permitted facilities and that all privately-owned property and personal effects have been removed promptly the time specified on the permit.

Admission of animals to the facility is prohibited unless approved by the Township of Perry

All activities must be conducted in an orderly manner. Use of profane language is prohibited.

Cancellations of a booking will cause loss of deposit if the Township Office is not notified within 48 hours of the event.

Community Centre Emergency Contact: Public Works (705) 783-2441



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RENTERS CHECKLIST

The Following is a list of items that need attention at the end of each rental. We recommend renters use this form as a guide to keep our Community Centre neat and clean. These items are evaluated by the Township's maintenance crew and Damage Deposits are withheld based on the satisfactory cleaning of the facility. Thank you in advance for you cooperation!

- ___ Tables wiped down, no stains or sticky surfaces, returned to original location and/or put away, if applicable
- ___ Countertops, kitchen sinks, appliances all wiped down, if applicable
- ___ Appliances operational (ovens, refrigerator etc).
- ___ Clean off any marking on wall surfaces: stains, spills, scuffs
- ___ Floor swept, spills cleaned up and damped mopped (affected area(s) only)
- ___ Garbage bags and recycling removed from building. New garbage bag placed inside waste receptacle.
- ___ Bathrooms clean and tidy (paper towels and toilet paper picked up, sinks rinsed if necessary, floor damped mopped if necessary)
- ___ Food and beverages removed from freezer and refrigerator and refrigerator wiped down
- ___ **Thermostats turned to 62 degrees (heat) in winter and 76 degrees (air conditioner) in summer**
- ___ Windows secured
- ___ Lights turned off
- ___ Building secure (no one inside) and doors locked (all checked from outside)

Renter comments: _____

If no explain: _____

This form must be filled out and returned to the Township of Perry when returning Keys from rental. If the key is misplaced there will be a \$25.00 charge, to cover the costs incurred to obtain a replacement key.