

Checklist for Facility Rental Guideline

When developing policies and procedures for facility rentals, ensure that your requirements and expectations are clearly laid out. Use the following checklist as a guideline.

Preparation

- YES NO 1. Have you identified all owned facilities?
- YES NO 2. Have you decided what facilities can be used for what type of events?
- YES NO 3. Have you identified those facilities where alcohol can be served?
- YES NO 4. Do you have a facility alcohol policy that follows municipal guidelines? (see municipal alcohol policy guidelines)
- YES NO 5. Is there a cost schedule for rentals?

Do You Use A Rental Agreement?

- YES NO 1. Does the agreement contain a hold harmless/indemnification clause?
- YES NO 2. Does the agreement contain insurance requirements?
- YES NO 3. Is there a cancellation policy outlined?
- YES NO 4. Is there a damage deposit required and is it clearly defined?
- YES NO 5. Is there a payment policy for when payment is due?
- YES NO 6. Is the policy on catering and food preparation outlined?
- YES NO 7. Is the policy on use of your equipment or the use of the renter's own equipment clearly defined?
- YES NO 8. Does the agreement include a clause for post event cleanup responsibility and timeline?
- YES NO 9. Has the renter signed the contract?

In Addition to the Agreement

- YES NO 1. Have you received a certificate of insurance from the renter at least 5 days prior to the event?
- YES NO 2. Has the renter read your alcohol policy?
- YES NO 3. Have you considered any staffing requirements, including event security?
- YES NO 4. Have you considered if the renter requires access for set up before the event?
- YES NO 5. Is your directional signage in place?
- YES NO 6. Have you inspected your parking lot and ensured it meets standards?
- YES NO 7. Has the facility been inspected and any deficiencies fixed or identified?

Fire & Safety

- YES NO 1. Are policies in place for fire and safety procedures, including emergency procedures?
- YES NO 2. Are the renters aware of these policies and procedures?
- YES NO 3. Have the renters been instructed to ensure that emergency exits remain unobstructed at all times?
- YES NO 4. Are there policies in place for the use of fire elements like candles and pyrotechnics?
- YES NO 5. Are there policies in place for gas and propane use?
- YES NO 6. Has an orientation regarding fire and safety been completed with the renter on or before the day of the event?
- YES NO 7. Has an orientation regarding fire and safety been completed with the renter on or before the day of the event?

By-Laws

- YES NO 1. Are there any municipal by-laws regarding noise and amplified sound?
- YES NO 2. Have any relevant municipal by-laws been communicated to the renter?
- YES NO 3. Are all smoking areas and restrictions clearly marked and identified?

Example of a Facility Rental Agreement

Renter Name: _____

Phone Number: _____

Address: _____

Date Reserved: _____ Time (from – to): _____

FACILITY TO BE RENTED	RATE	DEPOSIT
Whole Hall		
Upstairs Hall		
Downstairs Hall		
Extra Costs		
Total Cost		
Kitchen Required		
Type of Function: _____		
Anticipated Attendance: _____		

CONDITIONS OF RENTAL (Please read carefully before signing)

- Rentals are due in advance and if not paid by the date of use management has the right to refuse the renter access to the facility and the deposit shall be forfeited.
- The municipality is not responsible for injuries to users of the facility and does not assume any responsibility for articles lost or stolen.
- The renter agrees to leave furnishings in the same condition as at the time of rental.
- The renter agrees not to consume alcoholic beverages on the premises unless in possession of a VALID PERMIT FROM THE LIQUOR LICENCE BOARD OF _____. A copy of the _____ Permit must be visible prior to serving any liquor. It is the renter's responsibility to supervise and police the function to avoid any infractions concerning the Liquor Laws of _____ and all conditions of this rental contract. THERE MUST BE NO DRINKING OUTSIDE THE HALL. The renter must follow the MAP.
- The bar must close at _____.
- The facility must be cleaned (dishes washed and put away, decorations down, garbage in bags, etc.) by _____. There will be a further charge of \$_____ per hour or \$_____ per minute. This amount will be deducted from your deposit.
- The municipality will not be responsible for damage, loss or theft of equipment or clothing of any applicant or anyone attending on the invitation of the applicant.
- The municipality requires the applicant to carry commercial general liability insurance in an amount not less than _____ dollars. This insurance will be carried for the rental period and will have the municipality shown as an additional insured to the policy.
- Facility permits are valid for location, date and time specified only and may not be changed or altered. All additions or changes must be approved by both parties.
- The renter shall be responsible for the conduct and supervision of all persons attending this event and shall see that all regulations contained in this permit are strictly observed.
- The renter shall pay for all damages to the property of the municipality arising from the use of the facility where the renter is deemed responsible.
- All property of the renter brought into the municipality premises must be removed after the event time has expired unless special arrangements for storage are made with the municipality.
- The municipality reserves the right to cancel this agreement should there be a breach of conditions or regulations or should the municipality be of the opinion that the premises are not being used for the purpose specified on the application.
- The municipality must be notified at least 48 hours in advance of any cancellation. Refunds will not be made unless this notification is given.
- As a part of the consideration for the municipality renting the above facility to me/us, I, on behalf of myself the renting organization and its members agree to release and discharge, and to indemnify and save harmless, the municipality from and against all claims and proceedings, by whomsoever made or brought, in respect of any costs, losses, damages, injury or expenses arising by reason of my/our use of the rented facilities.
- The renter agrees

THE RENTER HEREBY AGREES TO RENT THE FACILITY AS INDICATED ABOVE FROM THE MUNICIPALITY ON THE DATE AND AT THE RATE AS SHOWN AND ACKNOWLEDGES THE ABOVE CONDITIONS.

SIGNATURE: _____

DATE: _____

MANAGER SIGNATURE: _____

DATE: _____

The above are simply examples of wordings and it is strongly recommended that the insured have their legal representative craft the proper legal language.

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