



RESIDENTS  
ASSOCIATION

# Gymnasium Rental Policies

AuburnBayRA.ca

## **Policies and Procedures**

- The facility may be rented for private functions only. Rental for public events is not permitted. The facility may only be used for activities that are not advertised, no fees charged, and there is no intention to market or sell products or services.
- The gymnasium may not be used for banquet type functions.
- Voting Members may book the facility up to twelve (12) months in advance and the member **MUST** be in attendance at all times.
- Non-Members may book the facility up to six (6) months in advance and **MUST** be in attendance at all times.
- Homeowners insurance or tenants insurance details **MUST** be provided to Auburn House at the time of booking.
- All rental charges must be paid in full at the time of booking (cheques may be post dated up to six (6) month prior to the booking).
- All payments must come from the renter (the person whose name and signature appears on the Rental Agreement).
- There will be a \$50.00 charge on all returned cheques.
- Block bookings are not permitted, unless authorized by management.
- Minimum seven (7) days notice is required for all facility bookings
- Your group is restricted to the portion of Auburn House that has been rented and is not permitted to use any of the other amenities. Access to the park/lake is not permitted.
- This is a **NON-SMOKING** park/facility – no cigarettes, vaping or cannabis permitted.

## **Gymnasium Rules**

- All users must act in a safe & responsible manner.
- Shoes with non marking soles only. No bare feet, flip flops, or sandals (of any kind).
- Indoor shoes only. Outdoor shoes must be removed before entering the gymnasium.
- Shirts must be worn at all times.
- No food or drink (except water).
- Bicycles, rollerblades, scooters, and skateboards are prohibited.

- Profanity or abusive language is prohibited.

### **Facility Host**

- A Facility Host will be present for the duration of your booking. They are there to ensure the safety of the children while using the equipment and if you have any questions/inquiries. They are not responsible for facilitating activities/games with the children.

### **Renter/Contact Person**

- The renter or contact person for the event must be in attendance for the entire event.
- The renter or contact person is to be introduced to the Customer Service Representative/Facility Host at the start of the function. This person is responsible for understanding and adhering to this contract in full.
- Should you require any assistance or have questions please discuss them directly with the CSR/Facility Host.
- If the CSR/Facility Host notices any problems they will go to the renter or contact person of the event to rectify the situation. If that does not rectify the problem and it is warranted they will call the Police.

### **Cancellation & Rescheduling Policy**

- Cancellation or rescheduling of a booking must be done in writing. You may e-mail your request to [admin@auburnbay.org](mailto:admin@auburnbay.org).
- Any rescheduling of a booking will result in a
- \$20.00 administration fee.
- Two (2) weeks written notice is required for rescheduling.
- All refunds will incur a \$15.00 administration fee.
- If the rental is cancelled by the customer three (3) to six (6) months before the rental, 25% of the rental rate is non refundable.
- If the rental is cancelled by the customer between one (1) to three (3) months before the rental, 50% of the rental rate is non refundable.
- If the rental is cancelled by the customer between one (1) month and the rental date, 100% of the rental rate is non refundable.
- All refunds will be issued by cheque.

### **Insurance**

- All renters must have Personal Property Insurance and must provide Auburn House with the policy number, expiration date, and name of insurer must be provided at the time of booking.

### **Set Up & Clean Up**

- Early access is not permitted, and will be charged at a rate of \$50 per 15 minutes.
- Clean up must be completed by the end of your rental time (gymnasium equipment returned as it was found upon arrival).
- You are responsible for the set up and clean up of the room.
- At the end of the function all decorations must be taken down.
- All personal belongings and rented equipment must be taken from the building at the end of the rental time.
- If the gym is left damaged or dirty for reasons beyond wear and tear an extra charge will be taken out of the security deposit.

### **Decorating**

- Only masking tape, painters tape, or sticky putty is to be used for any decorating. **NO SCOTCH TAPE.**
- Hammering of nails and the use of thumbtacks is strictly prohibited.
- No confetti, rice, or bird seed of any kind is allowed on the premises (inside or outside). A \$50 charge will apply if this rule is not adhered to.
- Items brought in must be removed before you leave (this includes tape, sticky putty, string, etc. used to hang decorations).

### **Fire Alarm**

- If the fire alarm is activated without just cause, a \$250.00 fine will be charged to you to cover the costs of a false alarm.

### **Responsibilities**

- It is your responsibility to maintain order and to be responsible for the Auburn Bay Residents Association property during the rental time.
- Failure to leave at the time specified on your rental agreement will result in a charge of \$50 per 15 minutes.