

# *Resort Village of Glen Harbour*

## **Fred Shtuka Community Centre**

### **Rules and Regulations**

**\*\* ALL COVID 19 REGULATIONS MUST BE STRICTLY FOLLOWED – PLEASE CHECK SASKATCHEWAN COVID 19 WEBSITE ([www.saskatchewan.ca/covid19-measures](http://www.saskatchewan.ca/covid19-measures)) TO ENSURE UP-TO-DATE REGULATIONS ARE IN PLACE FOR YOUR EVENT \*\***

The Community Centre is owned and operated by the Resort Village of Glen Harbour and its residents. It has been built for the use and enjoyment of all residents. Please respect the following rules and keep our facility neat and tidy.

- **Rental costs is \$100.00 per day.**
- The Fred Shtuka Community Centre is comprised of the community centre, gazebo and grounds within the fenced in area.
- The Community Centre is available for private bookings for Glen Harbour residents only.
- To book the Community Centre please contact the Resort Village of Glen Harbour Community Centre representative. Contact information can be found on the website. Confirmed bookings will be posted on the Community Calendar located on our website.
- The attached resident usage agreement must be completed and returned to the Resort Village of Glen Harbour Community Centre representative before any bookings will be finalized.
- The user shall be financially responsible for any and all property damage resulting from the use of any of these facilities. A damage deposit of \$500.00 is required for all privately booked functions to cover the cost of any incidentals. This can be paid by cash or cheque. The deposit will be refunded conditional that there is no damage to the Centre or the surrounding grounds.
- No smoking permitted anywhere inside the Community Centre, shop or bathrooms. Smoking only permitted outdoors.
- The user is required to provide responsible adult supervision at all functions.
- All users shall be responsible for the function's set up and clean up. Checklist posted in Community Centre and attached herein.
- No unauthorized alcohol is permitted in the Centre or surrounding grounds. Consumption of alcohol may be permitted provided the user follows the regulations of the Saskatchewan Liquor and Gaming Corporation. A copy of the Special Occasion Permit must be posted in the Centre during the event.

- The community centre usage includes the inside use of tables and chairs located in the shop. Tables and chairs are not to be used for outdoor purposes or taken off site.
- Outdoor fires will be allowed, but only in the fire pit located within the grounds. Fire must be covered at all times and user will be responsible for ensuring fire is out prior to leaving the grounds. Water hose behind building. User must supply own firewood.  
**Note - If Fire bans are in effect, then you must enforce the ban.**
- Any use or attempted use by one individual or group in the name of another shall result in the immediate cancellation of the original usage approval.
- The Resort Village of Glen Harbour reserves the right to refuse or to cancel any usage agreement. If any user shows careless, deliberate, or persistent disregard for the regulations, the user agreement will be cancelled without notice or an application refused.
- Exit doors must remain unlocked and accessible at all times.
- The Centre must be cleaned up the day following the event. And the key must be returned to Elise Sinclair (or representative) upon completion.
- It is understood that the user shall indemnify and hold the Resort Village of Glen Harbour harmless from and against all claims or demands with respect to the use of the Centre. The Resort Village of Glen Harbour is not responsible for personal injury or damage or loss of personal items or equipment of the user or anyone attending on the invitation of the user.
- The person booking the Centre must be in attendance for the function. Blackout dates will be in place for regularly scheduled community events.
- Users are responsible for ensuring they do not exceed the occupancy capacity

Should an issue arise regarding the facilities during the event/function, please contact Elise Sinclair or another member of council if she cannot be reached. Contact information is on the Village website.

Your signature below indicates that you have read the above rules and regulations and you have been given a copy thereof, and that in addition, you are responsible to pick up and return a key to the hall once clean-up is complete.

Date: \_\_\_\_\_

Name (User): \_\_\_\_\_ (print)

Signature (User): \_\_\_\_\_

Damage Deposit received by: \_\_\_\_\_  
RVGH Representative

# Resort Village of Glen Harbour

## Fred Shtuka Community Centre Resident Usage Agreement

(Usage of this facility is restricted to residents of Glen Harbour only)

This Agreement is made the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, between

Name (individual/group): \_\_\_\_\_

Contact Name (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

AND

The Resort Village of Glen Harbour

Facilities Request:  Hall, Gazebo & Grounds  Gazebo & Grounds  Hall

Purpose of booking: \_\_\_\_\_

Date(s) of Usage: \_\_\_\_\_

Start/Finish Time: \_\_\_\_\_

Number of people expected to attend (cannot exceed capacity): \_\_\_\_\_

Will food be prepared and served at the event? \_\_\_\_\_

Will liquor be on the premises during the event? \_\_\_\_\_

**All food prepared at the Community Centre is the responsibility of the user. You must use Safe Food Serving Practices when serving food to your invited guests. The Resort Village of Glen Harbour takes no responsibility for food services.**

**Liquor Permits are required if alcohol is being served. All Saskatchewan Liquor and Gaming Authority regulations must be followed. A copy of a valid liquor license must be posted at the Community Centre during the event.**

**Cancellation Policy: If cancellation notification is not received within 14 days, user shall forfeit \$100.00 of their damage deposit.**

**The Community Centre is a smoke free environment. Smoking only permitted outdoors.**

**AGREEMENT ACKNOWLEDGEMENT**

I, the undersigned, have read and understand the rules and regulations of the Resort Village of Glen Harbour pertaining to the booking and usage of the Fred Shtuka Community Centre, and I agree to abide by them. I further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy.

\_\_\_\_\_  
Signature (User)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (RVGH)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# *Resort Village of Glen Harbour*

## **Fred Shtuka Community Centre**

### **Checklist**

Please review the checklist prior to locking up the Centre and returning the keys to ensure that the area is left in the same condition of cleanliness and repair as it was upon commencement of use.

- All Community Centre facilities used (Community Centre, Gazebo, Grounds) must be cleaned and left in the same condition of cleanliness and repair as it was prior to the event.
- Kitchen - Dishes and appliances are clean and returned to their original spot. Appliances and counters wiped clean. Please wash dish towels cloths and towels and return to hall as soon as possible. Remove all leftover food and/or groceries. All kitchen contents must stay at hall. If in need of supplies, please add to supply list on bulletin board.
- Tables and chairs (if used) - Please do not drag tables or chairs, please carry them. Tables and chairs must be cleaned, stacked/folded and returned to their original spot.
- Floors must be swept, including washrooms. Brooms can be found in shop area.
- Decorations taken down without any marks or damage to the facilities
- Water taps are shut off (including washrooms)
- All garbage and recyclables are picked up and removed from the Community Centre
- Bathrooms are clean and in proper order
- All doors and windows have been closed and the Community Centre doors locked
- All lights are shut off (including bathroom lights)
- Lock doors and return keys