



DISTRICT OF NEW HAZELTON COMMUNITY CENTER FEES POLICY

1. It is recognized that as much as possible, costs involved in delivering services to the Community Center will be recovered by means of a user fee or charge, and that the user fees and charges should be reviewed annually. Fees will be in effect from January 01 – December 31 of each year.

It is common practice to recover all or part of the normal operating costs for facilities. Any cost above revenue generation will be borne by the taxpayers. Council should be comfortable with shouldering any overages in order to provide this service to the citizens of New Hazelton and surrounding area.

2. It is recommended that Council adopt the fee structure presented as fair and equitable for all users while trying to optimize cost recovery.
3. **User Fees** are suggested based on partial cost recovery. It will not be known what the full extent of costs will be until the Community Center has been in operation for at least one full year. Fees will be revisited prior to January, 2020. It is suggested that a further subsidization of 50% of fees be put in place for programs that involve children, arts and culture or community events as approved by the Chief Administrative Officer or his/her designate.

Fees for memorial services will be provided at the reduced rate of \$200.00 per booking. This rate is based on a 3 hour maximum time frame and is available during the day time hours of 9:00 am and 4:00 pm.

Fees including damage deposits must be paid in full one week prior to booking date. Damage deposits will be returned after an inspection is performed by the Public Works Superintendent or designate and the renter will be advised of any concerns that have arisen as a result of the inspection. This inspection will be done as soon as possible after the use of the facility, typically within one (1) day.

4. **Conference Room Guidelines**
 - a. Rental rates are hourly unless otherwise noted in the fee schedule;
 - b. Day rates are based on an 8 hour day;
 - c. Half day rates are based on a 4 hour day;
 - d. No charge is levied for normal equipment used in conjunction with room rentals or programs;
 - e. Renters will be responsible for supplying their own materials such as coffee, tea, bottled water, etc.;
 - f. Regular monthly meetings will have a reduced rate of \$20.00/meeting;

- g. Volunteer or community groups wishing to hold public meetings free of charge will be offered the use of the New Hazelton Meeting Center on a no fee basis. If the meeting is too large for the Meeting Center, the Chief Administrative Officer or designate will approve a change in the fee policy; and
- h. We respectfully ask that as much as possible, renters use the dishes provided in the room instead of paper/plastic etc. This will help us to be respectful stewards of the environment and reduce the amount of waste that will go to the landfill. Please stack the dishes to the side and the cleaning service will wash them and put them away.

5. Children 6 years and under

- a. ALL CHILDREN 6 YEARS AND UNDER ATTENDING PROGRAMS **MUST BE ACCOMPANIED BY AN ADULT OR BE INVOLVED IN A PROGRAM WITH ADEQUATE SUPERVISION.**

6. Cleaning/Janitorial/Damages

- a. All renters are expected to clean and put away the equipment that was used in accordance with the Rental Checklist attached in Schedule B;
- b. Renters who do not clean up after themselves will be charged a cleaning fee of \$20.00 per hour for the time required for the janitor to clean;
- c. Damage deposits will not be returned until the facility has been inspected for cleanliness and/or damage;
- d. Inspections will be performed by the Public Works Superintendent or designate and the renter will be advised of any concerns that have arisen as a result of the inspection;
- e. Repairs to damages beyond regular wear and tear will be subject to a fee of \$40.00 per hour; and
- f. If damages require an outside contractor, the renter will be billed in accordance with the charges from the contractor.

7. Rental Agreement/Bookings

- a. All renters must be twenty-one (21) years of age or older;
- b. All renters will be required to sign the rental agreement as set out in Schedule C;
- c. All booking will be done by calling Kylie Davis, Administrative Assistant at 250-842-6571 or via email at kdavis@newhazelton.ca;
- d. **Rental fees must be paid within one week of booking otherwise the booking will be cancelled; and**
- e. **Bookings cancelled within 6 days will be subject to a charge of 50% of the rental fee;**
- f. Renter assumes full responsibility for loss, theft, or damage to the hall or equipment during the rental period. **Any damage to the hall or grounds during the rental period must be reported immediately to Kylie at 250-842-6571;**
- g. **After the event**, the key must be returned to the District of New Hazelton office within 48 hours;
- h. Damage deposits will be returned once the inventory is counted and an inspection has been done. Typically within 48 hours;
- i. Hall equipment must remain within the hall;

- j. The building is a non-smoking facility. Renters must ensure that the hall is used as a non-smoking facility. Please use the butt dispenser outside to avoid fires and unsightly grounds;
- k. This facility is a drug free facility. Renters are encouraged to proactively work to keep drugs out of the building and off the premises. Renters will be responsible for cleaning any illegal drugs or drug paraphernalia from the building and the grounds. **Any traces of illegal drugs or drug paraphernalia found within the facility will result in an additional cleaning fee of \$200.00.** This is to protect the health and well being of our janitorial staff.
- l. Renters are responsible for returning the facility to a clean and orderly state according to the clean-up instructions issued to the renter;
- m. Renters using the kitchen facilities for commercial purposes should have Foodsafe certification;
- n. Tea-lights or battery operated candles only are permitted in the facility;
- o. No staples, nails, or tacks are to be used on the walls or ceiling. Any holes or damages caused by staples, nails, or tacks will be charged against the damage deposit;
- p. We ask that all renters make use of the dishes, glasses, cutlery, etc. that is provided with the facility. This will assist the District in its endeavours to be good stewards of the environment and keep as much garbage as possible out of the landfill.



**DISTRICT OF NEW HAZELTON
COMMUNITY CENTER
GENERAL CLEAN UP INSTRUCTIONS**

We hope that you have a successful event and your damage deposit will be returned in full. The room(s) you are using must be cleaned and left in an orderly state according to the following conditions:

Chairs

Must be neatly stacked on the dollies at the front of the room (15 chairs per dolly)

Tables

Must be cleaned (no tape, staples, or chewing gum) and neatly stored at the front of the room

Candles

Tea lights in safe holders or battery operated candles only

Kitchen

Must be left clean and in the state in which it was rented. Dishes must be washed according to the posted instructions and stored in their designated area. All surfaces should be washed and sanitized as per instructions posted. Dishwasher should be turned off and racks stacked neatly on the right hand side drain board. Sinks should be cleaned. Stove and ovens should be wiped down and spills cleaned. The freezer and fridge should be emptied of all personal items (note: items left will be removed by the janitorial staff at the end of the event) and any spills wiped away.

Walls/Ceilings

Any decorations attached to any part of the interior or exterior walls must be completely removed without damage to the walls, ceilings, or other finishes. Please take this into account when decorating for your function. **Absolutely no staples, tacks, nails, or duct tape, please!**

Floors

Must all be swept. Spills and human waste (see below) need to be cleaned prior to leaving; they are easier to clean as they happen than after the fact! The washing of the floors will be done by the janitorial staff.

Washrooms

Floors of the washrooms should be cleared of any human waste such as vomit, feces, or urine. It is much easier to clean when it happens than to wait until the janitorial staff comes in. **All traces of illegal drugs and or drug paraphernalia must be removed from the premises to avoid an additional \$200.00 cleaning fee.**

Garbage including empties

Please encourage your guests to use the bins placed throughout the facility to dispose of their garbage, empty bottles or cans. All empties should be bagged and either removed from the premises or left in the blue bin provided outside the facility. Garbage should be bagged and deposited in the green bin provided outside the facility.

Doors and key

It is the full responsibility of the renter to ensure that all doors are locked at the end of the event. All lights should be turned off and all interior doors (with the exception of the bathrooms) should be closed. The alarm should be turned on using the appropriate code that was given at the time of rental. **Please ensure that the doors leading to the washrooms are closed and locked before leaving.**

The western exit door going into the Red Apple parking lot is for emergency purposes only and should only be used in the case of an emergency.

The doors should be kept closed during dances or musical events so as to assist with minimizing the disturbance to residents living close by. It is important to respect the rights of those residences close by with the least amount of disturbance as possible.

Exterior/Grounds

Must be returned to their pre-rental condition. Thanks for picking up cigarette butts, bottles, cans, and garbage.

All traces of illegal drugs and or drug paraphernalia must be removed from the premises to avoid an additional \$200.00 cleaning fee.



**DISTRICT OF NEW HAZELTON
COMMUNITY CENTER
KITCHEN USE – GENERAL INSTRUCTIONS**

THE RANGE HOOD FAN **MUST BE TURNED ON** PRIOR TO USING THE STOVE OR OVEN. The button to turn it on is located on the right hand side of the hood. Please remember to turn the fan off after you have finished using the appliance.

Stove/ovens/grill

Before turning on the stove, grill or ovens, the range hood must be turned on in accordance with the directions above. The grates on the stove are made of cast iron and are extremely hot; please use caution when working around the stove. All pilot lights are on continuously so you should be able to turn the knob of area you want to heat. If there is a problem with the stove, make sure all knobs are turned off and call the emergency line for the District of New Hazelton 250-842-6571 and press "1" to reach the answering service. The oven on the right hand side is a convection oven meaning you are able to cook more than one tray evenly on each rack of the oven. The oven on the left hand side is a regular oven. The grill has been seasoned however small amounts of oil should be used to avoid sticking. The grill should be scraped and clean after use. For heavily soiled use, the grill should be cleaned using the black brick provided. This is done by placing approximately $\frac{1}{4}$ c of oil on the grill and rubbing the brick over all parts of the grill. It should then be scraped and wiped with paper towel and oil until clean. Please DO NOT use water and soap to clean the grill.

Dishwasher

The dishwasher takes approximately 10 minutes to heat to temperature, once at temperature, you can begin to wash dishes. It is acceptable to turn the dishwasher on once you arrive at the facility, that way it is ready to go when you are! The chemicals required for cleaning are pre-loaded into the washer so you are not required to add any. Dishes should be pre-rinsed in the sink and then loaded on the trays. The cutlery containers are placed in the flat trays and washes separately from the other dishes. Each load in the dishwasher can contain 1 flat tray on the bottom and one spiked tray on the top; they can also be used separately. Once the tray(s) is loaded in the dishwasher, pull the handle down and the wash cycle will begin. It takes approximately 1-2 minutes for each load. Once the cycle is complete, the green light in the upper right hand corner will go out and you are free to open the door. Dishes should be left to air dry and then be put away in the designated area. Pots and pans or heavily soiled items will need to be washed by hand. Lighter items such as the metal bowls will need to be washed by hand or placed in the open trays with another tray on top to keep them from bouncing around. Wine glasses should be washed using the utensil tray to avoid breakage. Once you are finished

all of the dishes leave the lid up/open and turn the dishwasher off. Trays can be neatly stacked on the right hand side of the dishwasher. **In accordance with Northern Health regulations, all dishes should be air dried.**

Equipment/Dishes

All dishes and equipment provided in the kitchen are available for use by the renter. It is expected that all equipment/dishes that are used will be washed, sanitized and put away according to the posted directions. The renter is responsible for any damage to or loss of equipment while using the facility. The silver trays provided are safe for the oven and can be used for baking, roasting, etc.

Floors/Walls/Counters

The floors should be dry swept once you are done for your event. All surfaces should be wiped and sanitized in accordance to the sanitization plan attached. Walls only need to be washed/sanitized if there are splashes made during usage. There is a sanitization bottle prepared and kept by the dishwashing sink for your use in spot cleaning and wiping of counters and tables at the end of your event.

Fridge/Freezer

The fridge and freezer are available for your use and pre-set to Northern Health regulations. **Please do not adjust the temperatures.** We ask that you wipe up all spills and sanitize the area as the spill occurs. If you are using the freezer to cool down food items, please be advised that if you put items straight from the stove or oven to the freezer there will be some condensation that develops. This should be wiped up with paper towel as soon as possible.



**DISTRICT OF NEW HAZELTON
COMMUNITY CENTER
CONFERENCE ROOM – GENERAL INSTRUCTIONS**

The conference room is equipped with a smart TV, wifi, coffee maker, kettle, and dishes. The renter is responsible for any damages that occur in the room as well as any missing inventory. This amount will be deducted from the damage deposit. If the damage or missing inventory is more than the amount of the damage deposit, the renter will be invoiced for the remaining amount owing.

The renter is responsible for providing their own coffee, tea, bottled water, sugar, etc. Should you wish catering services, the District has a list of people who provide this service.

Used dishes should be stacked on the counter and all food scraps put in the garbage. Janitorial staff will clean the dishes and return them to the room. Garbage and recyclables should be separated into the appropriate bins.

Renters are welcome to change the configuration of the room if needed however we ask that it be returned to its pre-rental configuration once you are done. Extra tables can be provided if necessary with advance notice.

The wifi connection is:

Wifi: Community Center
Pswd: D@nhCC\$!

The remote is on the back of the TV mount. If you have a Windows 10 laptop, you can connect to it wirelessly. You must be connected to the wifi first to utilize this.

On the TV remote, press the Home button. You will see Netflix, youtube, facebook etc displayed along the bottom of the screen. Scroll over until you see ScreenCast. Press OK.

On your laptop, press the **Windows Key + P**. choose "Connect to a wireless Display". You will see ScreenCast show up in the list of devices. Click on it and wait until you see your screen show up on the TV.



SCHEDULE A

Rental Fees

**DISTRICT OF NEW HAZELTON COMMUNITY CENTER
RATE SCHEDULE**

OFFICE #1

Daily	\$ 50.00
Week	\$175.00
Month	\$500.00
Damage Deposit	\$250.00

OFFICE #2 (Semi Furnished)

Daily	\$ 50.00
Week	\$175.00
Month	\$575.00
Damage Deposit	\$250.00

Daily and weekly rates include cleaning services. Monthly tenants are responsible for their own cleaning services. All rates include heat, hydro, and wifi services.

KITCHEN

Hourly	\$ 20.00
Half Day	\$ 50.00
Daily	\$100.00

Damage Deposit \$ 50.00

Rates include use of equipment, limited janitorial services and wifi.

HALL – W/O KITCHEN

Hourly	\$ 70.00
Half Day	\$275.00
Full Day	\$500.00
Memorial Services	\$200.00 (3 hours maximum between the hours of 9:00 am & 4:00 pm)
Dances	\$500.00

Damage Deposit \$250.00

Rates include wifi and limited janitorial services.

HALL – INCLUDING KITCHEN

Hourly	\$ 90.00
Half Day	\$350.00
Full Day	\$600.00
Memorial Services	\$200.00 (3 hours maximum between the hours of 9:00 am & 4:00 pm)
Dances	\$600.00

Damage Deposit \$300.00

Rates include wifi and limited janitorial services.

CONFERENCE ROOM

Hourly	\$ 30.00
Half Day	\$110.00
Full Day	\$200.00

Damage Deposit \$100.00

Rates include wifi, use of coffee equipment, dishes, and limited janitorial services.

CONFERENCE ROOM – WITH KITCHEN

Hourly	\$ 50.00
Half Day	\$150.00
Full Day	\$300.00

Damage Deposit \$150.00

Rates include wifi, use of coffee & kitchen equipment, dishes, and limited janitorial services.

SCHEDULE B

Rental Checklists





**DISTRICT OF NEW HAZELTON COMMUNITY CENTER
RENTAL CHECKLIST – CONFERENCE ROOM**

Renter: _____ Phone #: _____

Address: _____

Date key picked up: _____ Returned: _____

	Renter – checked	Inspector - Checked
Counter wiped		
Dishes set aside for cleaning		
Tables wiped		
Floor swept		
Recycling bagged		
Garbage bagged and put in bin		
Personal items removed		
Doors locked		
Inventory		

Damages above normal wear and tear: _____

Estimated time to repair damages: _____ hrs

Hourly rate for damage repair: \$40.00

Total amount of damage repair: _____

Approved for damage deposit return: _____

Damage deposit returned: _____

Damage deposit received: _____



**DISTRICT OF NEW HAZELTON COMMUNITY CENTER
RENTAL CHECKLIST – HALL**

Renter: _____ Phone #: _____

Address: _____

Date key picked up: _____ Returned: _____

	Renter – checked	Inspector - Checked
Chairs put away		
Tables wiped		
Tables put away		
Floor swept		
Garbage bagged and put in bin		
Recycling bagged		
Personal items removed		
Doors to washroom closed and locked		
Doors locked		

Damages above normal wear and tear: _____

Estimated time to repair damages: _____ hrs

Hourly rate for damage repair: \$40.00

Total amount of damage repair: _____

Approved for damage deposit return: _____

Damage deposit returned: _____

Damage deposit received: _____



**DISTRICT OF NEW HAZELTON COMMUNITY CENTER
RENTAL CHECKLIST – KITCHEN**

Renter: _____ Phone #: _____

Address: _____

Date key picked up: _____ Returned: _____

PLEASE NOTE: HOOD FAN MUST BE TURNED ON BEFORE USING THE STOVE OR OVEN

	Renter – checked	Inspector - Checked
Dishes washed		
Cleaned dishes put away/dishwasher empty		
Counters wiped		
Floors swept		
Stove wiped		
Oven/stove turned off (pilot light stays on)		
Sink rinsed		
Recycling bagged		
Garbage bagged and placed in garbage bin		
Personal food removed from fridge and freezer		
Personal items removed		
Passway window closed and locked		
Doors locked		
Inventory		

Damages above normal wear and tear: _____

Estimated time to repair damages: _____ hrs

Hourly rate for damage repair: \$40.00

Total amount of damage repair: _____

Approved for damage deposit return: _____

Damage deposit returned: _____

Damage deposit received: _____



**DISTRICT OF NEW HAZELTON COMMUNITY CENTER
RENTAL CHECKLIST – OFFICE**

Renter: _____ Phone #: _____

Address: _____

Date key picked up: _____ Returned: _____

	Renter – checked	Inspector - Checked
Dishes cleaned and put away		
Counter wiped		
Desk wiped		
Sink cleaned		
Garbage bagged and put in bin		
Recyclables put in bin		
Personal items removed		
Door locked		

Damages above normal wear and tear: _____

Estimated time to repair damages: _____ hrs

Hourly rate for damage repair: \$40.00

Total amount of damage repair: _____

Approved for damage deposit return: _____

Damage deposit returned: _____

Damage deposit received: _____

**DISTRICT OF NEW HAZELTON
USER FEES POLICY**

Revision/Review Log

Revision Date	Comments
April 1.2019	Policy adopted by Council Resolution 7845/19
May 8, 2020	Added additional wording and fee regarding illegal drugs and drug paraphernalia.