

Oak Park Neighbourhood Centre Facility Rental

Name of Organization _____

Name of Applicant _____

Name of Function _____

Type of Event _____

Number of Guests _____

Address & Postal Code _____

Contact Phone Numbers _____

Email Address _____

Room Requested _____

Date (s) Requested _____

Time Requested - from _____ AM/PM to _____ AM/PM

(Please include the full time you will need for set up and tidy up for your event)

Hourly Rental Fees:

Large Main	1056sq.ft	\$27.00
Preschool	385 sq ft	\$22.00
Meeting	311 sq ft	\$22.00
Loft	550 sq ft	\$24.00
Offices (3 available)	155 to 178 sq ft	\$18.00

**Additional cleaning fee of \$45 per room not included in the chart above.

Total Cost _____

Do you intend to have alcohol? - Yes No *If yes, please speak to staff member for requirements

What requirements do you have for the room? (chairs, tables, etc.) _____

Signature _____ Date _____

All persons booking a room MUST provide proof of liability insurance with Oak Park Neighbourhood Centre added on the certificate as additional insured.

Rental cheques are made payable to "Oak Park Neighbourhood Centre" one week in advance of the booking. Cheques can be put in an envelope and left at front desk or in mail box at the Centre.

Office Use

- Insurance certificate received
- Receipt given
- Cheque for rent received
- Code & Facility Guidelines provided

Room Rental Guidelines & Conditions

For the enjoyment and safety of all participants please read the following guidelines for use of the facility.

Please make arrangements with Michelle Knoll at least one week in advance of your booking for instructions on how to open and close the building: 905-257-6029

When you arrive:

- Facility setup is to be done by rental group as per the needs of their program. Please make sure that all toys and equipment are age appropriate and that any Oak Park Neighbourhood Centre supplies are placed out of reach if not appropriate for the program/group.
- Decorations may only be placed on walls using green painters tape. Decorations already on walls may only be moved/covered with permission of Oak Park Neighbourhood Centre.
- Check the floor for any things that could be choking hazards (paper clips, staples) and check to ensure nothing can be pulled down from counters or tables i.e. cords.
- You may need to shovel and salt the stairs. Supplies can be found in the front closet. You will also find a mop in the front closet; please keep the salt and extra water to a minimum to prevent falls.

During your program/event:

- If any OPNC toys or equipment break or appear to be unsafe, please put them on the counter with a note. (i.e. knobs on puzzles may work themselves off).
- Ensure proper supervision of all activities and that all participants are conducting themselves in an orderly manner. The room is not large enough to allow for running or gross motor play and climbing on toys is not permitted.
- We only permit nut-free food in our facility.

After your program/event:

- Any equipment and toys brought to the facility must be either removed or stored appropriately after your rental is completed.
- All clean-up requirements are the responsibility of the renter. All floors, tables, and chairs must be cleaned and left in original condition. Please sweep and vacuum floors if needed. (Supplies are located in the kitchen closet.)
- Please empty all garbage cans and place the bags in the cans at the back entrance outside on porch. Ensure the back door is locked afterwards.
- Please put any furniture or equipment back to its original position.
- Please wash and put away any kitchen items that have been used and put a donation in the coffee jar if any coffee/tea is used.

Garbage and Recycling:

Green bins and blue bins are provided in each area of the centre. Please remember to sort your recyclables and empty the bins at the end of each program. Please make sure to empty the bins as part of your cleanup at the end of your program. At the back porch you will find two garbage bins (inside the wood box), blue bins and two green bins. Make sure the bins are secure before you leave. (metal locks on green bin must be secured) Please put garbage in the bins in wood enclosure first. **If you have garbage in excess of a small kitchen bag please take it with you.** And please, remember to lock the back door.

Toys and Books:

Our toys and books have been sorted into the different classrooms as they are needed by our teachers and staff for various programming. Please do not remove those items. If you need to borrow something for another room please put it back at the end of your program so our teachers can easily find it when they arrive for class. The books in the preschool room are not for lending out and they are filed based on the theme labels on the shelf. They are for teacher use only, so please ensure they go back to the preschool room. Some of the toys in the preschool room are choking hazards for kids under 3 and therefore cannot be left in the other rooms. If you borrow toys from any room all pieces must be returned to the proper room in the proper container. You will note that white bins are in the large room, green in the green room, and blue in the blue room. Do not borrow the kitchen toys from the preschool room; they are not to be removed. If you must borrow all the train sets from the other rooms then you must take the time to divide them back up again into proper sets before leaving.

Supplies:

There is a toilet holder in each bathroom with 3 rolls. Extra paper towel & toilet paper are found in the leather bench outside the bathroom, in the cupboard in the preschool bathroom, and in the wheelchair bathroom. Extra soap is in the cupboard next to the fridge. Kleenex is in cupboard above the sink in large room kitchen.

Kitchen:

You are welcome to use our cutlery, stir sticks, coffee filters, mugs, and plates. Please bring your own disposable cups, milk/cream, napkins, or disposable cutlery if needed. If you use our coffee or tea, please leave a donation in the jar in the cupboard.

Tables and chairs:

Large tables and chairs are stored in the closet at the front door. Please stack chairs in the same direction and make sure the tables are secure. Please be careful when setting up tables. You should open the table on its side, ensure the rings are pushed down so the legs can open, then place rings back up to secure the legs and stand up. Do the opposite when taking down.

Small tables and chairs are sorted as follows:

Preschool room – 3 small tables, 12 small chairs

Main room – 1 small table next to fridge

Storage closet – 1 small table, 8 small chairs

It's important to keep these sorted in those numbers in those rooms. As we have more and more programs starting up through the year, other leaders need to count on having them in place when they arrive and should not have to search through the building to find missing tables etc.

Sound System:

If you use it our sound system, please put the cords back the way you found them when you are done.

General cleanup:

Brooms, mops, and cleaning supplies are found in the cupboard next to the fridge. Everyone needs to clean their room after use so it is as you would like to find it when you arrive. This means sweeping or mopping the floor, clearing any dishes and putting them away in the cupboard, turning off and emptying the coffee maker, wiping counters and tables, etc. Cleaning spray is in the cupboard for tables and countertops. Toys should also be washed and put away if they have been in a child's mouth. If your program has used any messy supplies (paint, glue, etc.) please make sure the tables are wiped well and the floor is clean. During inclement weather or winter months please make sure boots are removed. Only socks or indoor shoes please!

A logbook has been left on the front desk for all leaders and tenants to use. If you need to get a message to anyone, report an item lost or broken, etc. please make sure to write it in the book.

Closing:

Ensure the kitchen tap is not left on and dripping, all windows are closed, lock the back door, turn off all lights, set the alarm, and lock the door.

CONDITIONS:

1. The persons or organizations named in this agreement will be responsible for payment for any damage to property or equipment incurred during the occupancy of room and adjacent premises.
2. The persons or organization named in this agreement will assume full responsibility for proper supervision of any activities they conduct on the Centre premises and will also assume responsibility for any and all claims arising from their improper supervision.
3. All persons attending the function must conduct themselves in an orderly manner and must comply with all municipal, provincial or federal legislation applicable to the premises.
4. Your payment less \$22.00 administration fee will be refunded for cancellations.
5. Oak Park Neighbourhood Centre reserves the right to cancel room rental for failure to comply with the above conditions. Cancellations may also occur due to maintenance problems or mechanical failures.

I/We have read and understand the room rental guideline & conditions. Signatures indicate acceptance of the above conditions by both parties.

Signature – Applicant

I/We have the authority to execute this agreement.

Signature – OPNC

Date

Date