

Item: Use of the Rollo Seniors Centre
Responsibility: Program/Rental Coordinator
Date: Revised December 2019

PURPOSE

To ensure that all requests for use of the Rollo Seniors Centre are treated in an equitable manner, and to further ensure that Association members are clear in their understanding of the ways in which this Centre will be used, and by whom.

POLICY

- **Activity Groups are entitled up to 2 weekend days for group functions and up to 2 weekend days for member educational purposes, all 4 at no charge**
 - **bookings must be made with the Events Coordinator by the end of September for the following year**
 - **bookings for the following year may be requested starting in January of the current year**
 - **any additional bookings by Activity Groups will be handled as for any Renter**
- **Centre usage by Renters will be at the discretion of the Events Coordinator and shall be based on the hourly rate of \$20 per hour or \$100 per day for the large room and \$10 per hour or \$50 per day for the small room.**
 - **Payment in full is due on the first day of rental**
 - **Payment to be deposited in Suggestion Box**
 - **Rental does not include the use of Seniors Centre supplies of coffee, tea, sugar or creamer**
- **The Events Coordinator will allocate set up time and take down time for rentals**
- **All users of the Seniors Centre will ensure the facility is left in a tidy condition after use.**
 - **chairs must be stacked on dollies and stored in the front entrance foyer**
 - **tables must be placed on the trolley and stored in the back locker area (Hagen's Hangout)**

- **the television must be stored in the closet by the front exit door**
- **dishes must be washed and put away**
- **coffee pots and tea pots must be cleaned out and rinsed**
- **floors must be swept**
- **all windows must be closed and locked**
- **heat pumps must be reset to 20 degrees and set to economy**
- **all doors must be closed and locked**
- **all lights must be turned off**
- **any malfunctions or damage to the facility must be reported to the Events Coordinator**

The daily fees for members in regularly scheduled programs or for Board approved events run by volunteer members or in-house programs, is \$2.00 per person. At the discretion of group leaders, guests may be charged \$5.00.

PROCEDURE

All requests for Centre usage will adhere to the above policy. The Events Coordinator will carry out day-to-day administration of the policy. Supervision and control of hall usage will be the responsibility of the Board of Directors.