

## RENTAL AGREEMENT

### KATEPWA CULTURAL CENTRE RENTAL AGREEMENT

#### KEY ACCESS

The facility key will be available for pickup at the District Office prior to the rental date.

#### RENTAL FEES

Rental fees must be paid to the District a minimum of 30 days prior to the rental date. For short-notice bookings, this requirement may be waived subject to availability of the facility.

Cancellations will result in 50% of the rental fee being retained. Rental fees are as is with the current **Fees and Charges Bylaw**.

#### DAMAGE DEPOSIT

A damage deposit of \$250.00 is required and must be paid by cheque at the time of key pickup. The deposit will be held until the post-rental inspection is completed and authorized for return. Any damages or missing items will be deducted, and additional charges may apply if costs exceed the deposit amount.

#### USE OF FACILITY

The facility is to be used respectfully and left in the same condition as it was prior to the rental.

- Tables may be decorated; however, no decorations are to be affixed to walls or bookshelves.
- Confetti, rice, or similar materials are not permitted **inside or outside** the facility.
- This is a non-smoking facility.
- Barbecues are permitted in the front parking lot only.
- Council table must **never** be moved.
- Thermostat may be adjusted but **must** be returned to 68 degrees.

#### CLEANING REQUIREMENTS

At the conclusion of the rental, the following must be completed:

- Tables and chairs are to be cleaned and properly stacked
- Kitchen area must be cleaned, with no food left in the refrigerator
- Garbage must be bagged and removed appropriately
- Bottles and cans must not be left inside or outside the premises
- Washrooms are checked for garbage on floor, taps off, and no running toilets, lights turned off.

#### INSPECTIONS

A pre- and post-rental inspection will be conducted by the renter and a designated representative. The inspection time will be arranged at the time of key pickup.

## **RENTER ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge responsibility for any damages and/or missing items identified during the final inspection. Should costs exceed the damage deposit, I agree to remit additional payment to the District of Katepwa upon notification.

### **PRE-RENTAL INSPECTION CHECKLIST**

Please confirm the condition of the following:

- Kitchen area (no food in refrigerator)
- Chairs
- Tables
- Bathroom
- Rug
- Bookshelves
- Windows, doors, and lights

Damages, stains, or missing items (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Renter Name: \_\_\_\_\_ District Employee: \_\_\_\_\_

Signatures: \_\_\_\_\_

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

### POST-RENTAL INSPECTION CHECKLIST

Please confirm the condition of the following:

- Kitchen area (no food in refrigerator)
- Chairs
- Tables
- Bathroom
- Rug
- Bookshelves
- Windows, doors, and lights

Damages, stains, or missing items (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Renter Name: \_\_\_\_\_ District Employee: \_\_\_\_\_

Signatures: \_\_\_\_\_

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