



Oyama Community Club Rental Policy

Date Approved: February 28, 2024

Date Effective: February 28, 2024

Related Document: Oyama Community Club Constitution and Bylaws (2017)

POLICY:

This policy intends to ensure the responsible use of the Oyama Community Club Hall and its Grounds (the Facility). The Oyama Community Club (OCC) is a non-partisan, non-profit, volunteer organization whose purpose is to serve the Community of Oyama. The OCC and this Policy is governed by its Constitution and Bylaws, Article 2: Purpose – Section 1,2,3 & 4.

PHILOSOPHY:

While this Policy guides the decision making of the OCC elected board with defined criteria, it must be understood that use of the OCC hall and grounds is a privilege, not a right.

PURPOSE:

It is the purpose of this Policy to establish expectations and guidelines for the general use of Oyama Community Club (OCC) property.

This policy is to be used in conjunction with the Schedule "A" - Oyama Community Hall Rental Agreement (2023)

This policy will be used to:

- Establish consistent, fair, and equitable procedures for the rental and use of the Facility.
- Align the business operations of the OCC with its governing Constitution & Bylaws.
- Ensure that only authorized user groups have access to and use of the OCC.
- Provide consistent guidelines and procedures to be followed for OCC board members, staff and volunteers and all OCC user groups to ensure ethical, sustainable, and efficient administration.

GOVERNANCE:

Operations

Advise renters of their responsibilities regarding event attendee behavior and traffic management. OCC renters hosting events with more than 100 attendees accept responsibility to ensure appropriate parking arrangements. This may include but is not limited to, OCC parking lot, OCC overflow parking lot, carpooling, ridesharing, bussing, or other active transportation options.

Ensure that the purposes and practices of the rental group are not contrary to: Canadian Government Laws and Acts inclusive of the Human Rights Act of Canada or that the group is not involved in the promotion of unlawful activities.

Allow the OCC President in conjunction with the OCC board the right to object to any performance, dialogue or business or which in their reasonable opinion may be regarded 'beyond fair comment' and considered to be promoting hate speech or advocating or inciting prejudicial treatment or persecution towards any gender, race, social or sexual orientation; and as such, any rental, shall be forthwith changed or omitted in advance of its rental date as the OCC board of directors may direct.

Reputation

- Renters of OCC facilities are required to seek prior permission before incorporating the name and brand of Oyama Community Club in any marketing materials.
- Permission must be obtained for using the Oyama Community Club name, logo, or any other visual representation that associates with the club's brand identity.
- Renters should submit their marketing materials, including digital and print media, to the OCC management or board for review and approval.
- The review process aims to ensure that the usage of Oyama Community Club's name and brand aligns with the club's values, mission, and image.
- Unauthorized usage of the Oyama Community Club's name and brand may lead to consequences, including potential cancellation of the rental agreement.

Rental Fees

Hall Rental: \$ _____
 Dishes: \$ _____
 Other: (_____) \$ _____

Total Fee: \$ _____

Booking Fee: \$ _____
50% of total fee due on booking

Office Use Only

Amount Paid \$ _____
 Date Paid _____
 Cheque Cash

Cleaning Fee: \$ _____
 Remaining Fee: \$ _____
 Date Due: _____
Due at rental date

Amount Paid \$ _____
 Date Paid _____
 Cheque Cash

Damage Deposit \$ _____
 Date Due _____
Due 30 days before rental
Post Dated Cheques Must Be Dated 30 Days Before Rental

Amount Paid \$ _____
 Date Paid _____
 Post Dated Cheque Cheque Cash
 Etransfer

I agree to pay the above booking fee upon the approval of this application in order to confirm my booking. I understand that this booking fee is non-refundable but will be taken off the rental fee. I agree to pay the above damage deposit no less than 30 days in advance of my booking date and pay the balance of the above rental fees before being allowed access on date of rental. I have read and agree to follow all of the above conditions should my booking be approved.

 Applicant Initials

Return Damage Deposit to:

Email:
 Name: _____ Address: _____

By signing this application, the Applicant agrees explicitly that the Oyama Community Club shall not be responsible for any personal injury or for any loss or damage to property which shall be sustained by the **Applicant** or any of its servants, agents, employees, licensees, and invitees, who may be upon the demised Leased Premise or in the said building or the entrances or appurtenances thereto. All risks of any such injury or loss shall be assumed by the Applicant who agrees to hold the Oyama Community Club harmless and indemnified therefrom. Should the Applicant, during the term of this agreement, have or obtain and keep in force a policy of comprehensive general liability insurance, the Applicant agrees and will ensure that such insurance shall contain a waiver of subrogation by insurers against the Oyama Community Club.

 Name of Applicant

 Signature of Applicant

 Date