

Use of the Rollo Seniors Centre

Revised June 2022

PURPOSE

To ensure that all activity group 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 the 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 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 a regular 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 required when booking**
 - **Payments along with signed contracts may be placed in a 'rental envelope' and deposited in the drop box by the kitchen at Rollo or by eTransfer to gsca.finance@gmail.com (no password required). If paying by eTransfer, a signed contract must also be emailed to the same address.**
 - **Rental does not include the use of Seniors Centre supplies of coffee, tea, sugar or creamer**
 - **Cancelations for bookings received two weeks prior to the event will not be assessed a cancellation charge**
 - **Cancelations for bookings received less than two weeks prior to the event will be charged 50% of the rental cost. If the**

- space is rented out subsequent to the late notice of cancelation, the charge will be waived.**
- **Bookings that are not cancelled will be charged 100% of the rental cost**
 - **The Events Coordinator will allocate set up time and take down time for rentals**
 - **All users of the 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**
 - **air purifiers must be turned off**
 - **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 Regular and Associate members in regularly scheduled programs or for Board approved events run by volunteer members or in-house programs, is \$2.00 per person. Meritorious and Life members do not pay daily fees. At the discretion of group leaders, guests may be charged \$5.00.

PROCEDURE

All requests for Rollo Seniors 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 Centre usage will be the responsibility of the Board of Directors.