

Gabriola Senior Citizens Association Rental Guidelines

1. There is to be no alcohol on the property except by specific agreement for which it is required to have a Liquor Permit from the BC Liquor Distribution Branch and special event insurance naming Gabriola Senior Citizens Association ("GSCA") as first loss payable, all of which must be provided to GSCA at least seven (7) days prior to the event.
2. Smoking is not permitted in the building.
3. All food and beverage supplies must be provided by the renter. Supplies in the refrigerator and cupboards are the sole property of GSCA. All utensils, dishes and equipment may be used by the renter.
4. All tables and chairs should be returned on the carts which go to the storage unless requested to be left out by the next incoming group.
5. After each use, the floor must be dry mopped, the kitchen cleaned and the dishwasher loaded and run (as necessary).
6. Thermostat for the baseboard heaters located on the east wall must be left in the off position. Heat pumps should be left at 19° C with the fan setting at two. Heat pump mode will be set to cool in summer and heat in winter.
7. Any breakage and/or damage must be reported to GSCA.

How to lock the building before exiting:

1. Check that all windows are closed and latched.
2. Check all LIGHTS are turned off in all rooms, including bathrooms and storage room.
3. Check to ensure both bathroom doors are left open for air circulation.
4. Check to ensure the bolt is struck on the entrance door in the foyer by turning the knob on the inside, clockwise.
5. Exit via the west door of the large room checking to make sure it is locked after exiting.
6. If the west exit door did not lock, contact the GSCA Event Coordinator or another GSCA Board member. Numbers are located on the list by the telephone.

Thank you for considering the Rollo for your event!