

MAINTENANCE DEPARTMENT

COMMUNITY RECREATION CENTRE/GYMNASIUM

The Skeetchestn Recreation Centre/Gymnasium is available for major gatherings, meetings and sporting events. The following policy is designed to assist in maintaining a high level of maintenance and care of the facility. This policy applies to all users of the facilities (including Band employees).

DAMAGE DEPOSITS

With the exception of Band financed programs and band staff functions, which are normally scheduled as Band programs or activities, there shall be a damage deposit of \$100.00. This deposit is to be returned to the lessee if the premises are signed off by the Public Works Manager (or his/her designate) as being clean and not damaged. Costs for cleaning and damage will be deducted from this damage deposit. (Cleaning costs will be billed at the standard contract price where existing or at a rate of not less than \$25 hour.) Damage deposits are not necessary for funerals or memorials.

GUIDELINES FOR MAINTENANCE

After use, the lessee shall ensure:

- a. All facility equipment is returned to its place of storage;
- b. The dishes in the kitchen are washed and stored in their designated area;
- c. The kitchen counters and appliances are to be washed;
- d. All floors are washed;
- e. All garbage is wrapped and properly placed outside the Recreation facilities in the storage/garbage bins;
- f. The tables, chairs and bleachers that are used are to be washed and put away in their storage place;
- g. All doors are washed and locked;
- h. The change rooms (if being used) and washrooms are washed and garbage (in plastic bags) placed in the bins outside;

SKEETCHESTN INDIAN BAND
330 Main Drive, P.O. Box 178
Savona, B.C. V0K 2J0
BAND POLICY

Revised:
Approved: June 28, 2006
Policy No.: 5-2A

14. All doors must be locked after the use of the gym.
15. All equipment must be locked away in the storage room after you are finished.
16. No alcohol or drugs allowed on the premises, unless it is an event hosted by a club that has proper licenses.
17. Children are not allowed to play on the bleachers due to safety concerns.
18. Inspection to be done by the Public Works Manager or his designated employee as soon as possible after cleaning is complete.
19. All garbage to be picked up around exterior of building and around parking lot.

PLEASE RESPECT OUR FACILITIES.

BEFORE YOU SIGN THIS AGREEMENT, PLEASE READ OVER ALL THE ABOVE.

Signed _____ Date _____

Witness _____ Date _____

Keys Returned by _____ Date _____


Inspected by _____ Date _____

SKEETCHESTN INDIAN BAND
330 Main Drive, P.O. Box 178
Savona, B.C. V0K 2J0
BAND POLICY

Revised: October 04, 2005
Approved: March 16, 1992
Policy No.: 5-1

- | | | |
|----|--|---|
| 1) | Band Member Use (<i>per day or event</i>) | \$100 per day plus \$100.00 damage deposit |
| 2) | Non-Band Members, Clubs, Dances, Bingo's, etc. | \$150 per day plus \$100.00 damage deposit <i>plus \$25/hr caretaker if required</i> |
| 3) | Major Community Events | \$50 per evening or \$100 per day |

COUNCIL APPROVAL:



AUTHORIZED SIGNATURE

Use of Skeetchestn Indian Bands Recreation Facility.
Terms and Conditions.

Clean Up.

Kitchen

Before

After

- | | | |
|-------|-------|---|
| _____ | _____ | Clean stove top, hood, fan, elements, oven |
| _____ | _____ | Wash dishes and pots and pans |
| _____ | _____ | Take out all garbage and place in locked bins |
| _____ | _____ | Clean out the fridge, and deep freeze |
| _____ | _____ | Clean oven if used |
| _____ | _____ | Clean out microwave |
| _____ | _____ | Clean out the sinks |
| _____ | _____ | Sweep and mop the floors |
| _____ | _____ | Clean the coffee maker and glass coffee pots |
| _____ | _____ | Refill sugar and coffee creamer if available |

Washrooms/Change rooms

- | | | |
|-------|-------|------------------------------------|
| _____ | _____ | Clean sinks, toilet bowls, urinals |
| _____ | _____ | Sweep and mop the floors |
| _____ | _____ | Replace paper towel |
| _____ | _____ | Replace toilet paper |
| _____ | _____ | Take out the garbage |

Main Recreation Area.

- | | | |
|-------|-------|--|
| _____ | _____ | Dust mop and wet mop the gym floor after use |
| _____ | _____ | Clean the garbage on and under the bleachers |
| _____ | _____ | Mop the top of the bleachers and under the bleachers |
| _____ | _____ | Take out the garbage |
| _____ | _____ | Clean the tables and chairs off before putting them away stack the table and chairs neatly in the storage room. |
| _____ | _____ | Clean the change rooms same as the washrooms if they are used. |
| _____ | _____ | Sweep and mop the hall way including stairs |
| _____ | _____ | Remove all masking tape, scotch tape, and decorations |

Equipment/Equipment room

- | | | |
|-------|-------|--|
| _____ | _____ | The equipment rooms must be dust mopped, and wet |
|-------|-------|--|

- _____ mopped
- _____ The nets must be put away
- _____ Hockey sticks and hockey balls must be put away
- _____ Basketball, Volley balls etc. must be put away
- _____ Volleyball net must be put away

Keys

The person that signs out the keys (should be the coordinator of that event) as they will be responsible for the following:

- All gym doors are locked before arming the security system
- You are responsible for the clean up of the facility according to the above mentioned guidelines.
- When signing the key out the main office please let the staff know if you intend to use the change room area as this requires a different set of keys.
- Key sign out schedule (you must sign out the keys before noon) Monday to Friday.
- Keys must be signed back into the band office before noon the following day or in the case of a weekend event the following Monday after the weekend.

Maintenance Fees

- For casual youth activities there is no user fee, but users of the gym and kitchen are expected to clean up the gym and kitchen and put away all equipment immediately after each activity, as per terms and conditions set out above.
- Band departments who conduct activities in the gym and kitchen after business hours are financially responsible for those activities including the cost of clean up.

For events two hours or less

- Maintenance fee must be paid prior to use as follows
- Kitchen use \$ 10.00 non refundable
- Gym use \$ 10.00 no refundable

Damage deposit for fund raising events

- Damage deposit for fund raising events
- Kitchen \$ 20.00 refundable subject to clean up and no breakage of equipment
- Gym \$ 50.00 refundable subject to clean up and no breakage of equipment
- \$ 200.00 for re keying locks if keys are lost

Damage deposits for major events such as:

Tournaments, dances, Christmas parties, New Years parties, Weddings,
Funerals, Family reunions, Powwows, must be paid to use as follows:

Kitchen \$ 100.00 refundable subject to clean up and no breakage of equipment
Gym \$ 200.00 refundable subject to clean up and no breakage of equipment.

Please report any damage of the following to the main office:

| Before | After | |
|---------------|--------------|------------------------------------|
| _____ | _____ | bleachers |
| _____ | _____ | ceiling fans |
| _____ | _____ | chairs |
| _____ | _____ | cupboards |
| _____ | _____ | door mats |
| _____ | _____ | extensions |
| _____ | _____ | fire extinguishers |
| _____ | _____ | first aid kits above kitchen stove |
| _____ | _____ | fridge |
| _____ | _____ | freezer |
| _____ | _____ | guard rails |
| _____ | _____ | gym floors |
| _____ | _____ | gym walls |
| _____ | _____ | kitchen |
| _____ | _____ | light fixtures |
| _____ | _____ | microphone |
| _____ | _____ | pictures |
| _____ | _____ | score board |
| _____ | _____ | score clock |
| _____ | _____ | sinks in the washrooms |
| _____ | _____ | sports equipment |
| _____ | _____ | stage |

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BAND POLICY

Revised: 2004
Approved:
Policy No: 502

_____ stoves
_____ sliding windows in kitchen
_____ dishwasher
_____ tables
_____ toilet bowls
_____ washrooms

Please respect our facilities.

Before you sign this agreement please read all of the information in this agreement thoroughly.

Signed by: _____

Witness by: _____

Date signed: _____

Keys returned: _____

Pre- Inspected by: _____

_____ Date

Post Inspected by: _____

_____ Date

All events that take place in the Community Recreation Center are subject to the Skeetchestn Indian Band Gymnasium Terms and Conditions stated above. The organizer of any such event must sign the Skeetchestn Indian Band Gymnasium Terms and Conditions agreement form prior to using it. The gym will be inspected by the Public works manager or his designate prior to and immediately following the event.

- Band business has priority over all other activities in the Rec. Center.
- Council reserves the right to bar individuals or organizations from using the Recreation Center for activities if they fail to respect the Terms and Conditions of this agreement.

Approve by Council: _____

Authorized signature.