

## PEARL GATE TRACK & FIELD COMPLEX Multipurpose Room RENTAL REGULATIONS

In cooperation with Provincial “**SMOKING**” regulations, rentals will be responsible to provide a **100% “SMOKE FREE ENVIRONMENT FOR THEIR GUEST AT ALL TIMES.”**

Maximum number of people in multi-purpose room is 100.

- There is No Smoking anywhere inside the gates.
- Do not throw cigarette butts (or beer bottles, etc) over the balcony and onto the track.
- Rental use is limited to time & type of activity as indicated on application form.
- Rental deposit is 50% of rental fees. It is required to be paid within one week after booking. If not paid, your booking will be considered a cancellation.
- Rental deposit is non-refundable.
- The rental fee balance must be paid prior to your rental date. Keys will not be signed out unless balance is paid or other arrangements have been made.
- Keys to be signed 'out' and 'in' at the Reid Community Centre unless other arrangements are made.
- Rentals will be asked to return keys either the night of or day after, depending on the Reid Centre hours. Rentals will be responsible for inquiring which time is best.

You are responsible for your own setup of tables and chairs, etc. (The tables are set up around the room - please do not fold them down.)

- Decorations – hooks have been placed on the walls and ceiling for decorations.
- Please Do Not Stand/Sit on the tables. Use the ladder in the janitor's room if necessary.
- Please DO NOT USE Thumbtacks, Pushpins, or Tape – Not Permitted! They ruin the walls.
- Lighted Candles pose a fire hazard and are Not Permitted.
- Remove all decorations before you leave.

The Appliances at this facility may be used for reheating of food only. They are not to be used to cook entire meals.

- Appliances, counter and table surfaces should be cleaned after use and all ice should be removed from fridge/freezer and disposed of outside or in the kitchen sink.
- All appliances & lights must be turned off.
- Place all recyclables in the blue recyclable container and place empty beer bottles in their cartons on the countertop as this is used as a fundraiser for Track Athletes.
- Bag your garbage and place inside by door. Do not put garbage outside - the birds will tear it up. The cleaner will place garbage in outside bins.

**NOTE:** You have the option of leaving the entire clean-up to the cleaners for an additional charge.  
This must be indicated on the rental form upon booking.

You will be held responsible for any additional cleanup charge if the facility is not left in an acceptable manner

- The thermostat should be turned down to 10° during the winter months.
- Please take all articles with you before you leave.
- All doors (patio, emergency exit, etc.) must be closed, latched and locked; this includes the outside gate.

**All late night facility rentals must be terminated no later than 2:00am.**

**NOTE:** Clean up will commence at 2:00am.

You will be responsible for any damage done to the facility caused by anyone involved in your rental during the rental hours.

The Pearlgate Track and Field Club will not be held responsible for lost or stolen articles.

Pearlgate Track and Field Club will not be held responsible for any injuries sustained to anyone during your rental.

**Failure to abide by the policies and regulations may result in additional costs to my rental fee by the Pearlgate Track and Field Club management for the repair of damage to facility, grounds or equipment.**