

TOWN OF HEART'S DELIGHT - ISLINGTON

General Meeting Room Rental Policy

PURPOSE:

This policy establishes the guidelines under which the Town of Heart's Delight-Islington may make available the General Meeting Room for rent to the public.

POLICY:

1. The Town reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion. Eastern Health and the Town Council of Heart's Delight-Islington are given priority for room usage.
2. Renters are responsible for ensuring that the allowable seatable capacity of the room is not exceeded.
3. Renters are responsible for ensuring that those attending their event do not block the Ambulance and Fire Dept. doors in any way.
4. Renters are responsible for any damages incurred.
5. Renters are responsible for ensuring that all dishes, including mugs, are cleaned and put back in the cupboard.
6. Renters are responsible for ensuring that the room and bathrooms are swept and the garbage is put in the box at the back of the building.
7. Renters are responsible for ensuring that the chairs are stacked and tables are taken down. Tables must not be laid against the heaters.
8. In the winter months, heat must be left on 10.

FEE:

Rental rate is \$35.00 per event.