



# A Guide to Community Hall Rentals



Produced in partnership with:

**Edmonton Police Service Crime Prevention Unit**

**Public Safety Compliance Team**

**Edmonton Federation of Community Leagues**

**The City of Edmonton**



For more information, visit [edmontonpolice.ca](http://edmontonpolice.ca)

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# Community League Hall Rentals

There are 154 Community Leagues operating within the City of Edmonton as members of the Edmonton Federation of Community Leagues (EFCL). Of these community leagues, 125 have community halls.

Community halls provide an ideal setting for meetings, small events, private fundraisers, and general activities. Many community leagues rent out their halls as a source of income; most are rented out at a minimal cost. Generally, there are no issues with most functions, events, or renters.

However, it's becoming more common that individuals try to rent community halls for large parties or after-hours events. Many of these events are booked on false pretences, and are then advertised via mass media (on social networking sites, text messages, etc). These events are becoming serious concerns for our communities and for the Edmonton Police Service (EPS).

Often, the EPS will attend a call at a community hall without the knowledge of the community league. EPS members are frequently called to community halls for incidents ranging from minor (e.g. noise complaints, damage) to major (e.g. homicides). In most cases, incidents occur at rental events with many people in attendance, and where large amounts of alcohol have been served and consumed.

Both major and minor complaints can cause significant levels of concern for a community league, its members, residents, and the general public. A minor incident creates an inconvenience for the community league and the EPS. A major incident can have significant and longstanding effects, not only on a victim and their family, but on the community as a whole.

Community leagues can take steps to ensure their facilities are rented out to responsible renters for legitimate events. This guide provides tips and information about avoiding any event that results in a complaint to police for noise, damage, or the behavior of any person in attendance regardless of when the complaint happens. This is referred to as a "bad rental".

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This guide contains suggestions only, and is intended to provide community leagues with information to improve rental practices and reduce the risk of a bad rental.

Each community league should tailor their rental system(s) and policies to their specific needs. The implementation of these recommendations will not stop all problems, but may make a renter think twice before renting a community hall for an event that may lead to an incident requiring the EPS.

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## If You Have a Bad Feeling About a Potential Renter, **Don't Rent To Them!**



# Avoid a Bad Rental

## Tips for Community Leagues

### Involve the Community

It's important that renters of community league facilities respect the surrounding communities. The community league board of directors should consider sending a letter to residents asking them to be the "eyes and ears" for the community league. The letter should contain current community league contact information.

Encourage close neighbors to report any issues to the EPS or to community league representatives. Make an effort to engage and inform neighboring residents – this shows accountability and respect on behalf of the community league.

### Know Your Local EPS Members

Communication between the community league and a renter may prevent problems from occurring. Likewise, clear and timely communication between the community league and EPS may prevent problems from occurring or provide police with the information they need to make an informed decision.

Every community league board of directors and its maintenance staff should know the local EPS Community Liaison Constable (CLC) and Community Liaison

Sergeant (CLS). Many areas of the city also have Beat Constables, who work in a specific area within a district, while other communities may also have a Neighborhood Empowerment Team (NET).

All of these EPS members play a unique and vital role, and work collectively on a number of projects within a community. If the community league board of directors and maintenance staff don't already know the local CLC, CLS, Beat Constables, and NET, set up a meeting with them. This is a good opportunity to begin a relationship!

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For a map of EPS divisional and district boundaries, see page 14 or visit <http://www.edmontonpolice.ca/CommunityPolicing/InYourCommunity.aspx>

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Each division is divided into four districts. There is a CLC and CLS assigned to each district within the city. Their sole responsibility is working within their district and with the communities that fall within their district. See page 15 for a list of EPS contact numbers.

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## Consider Granting the EPS "Agent Status"

Consider granting the EPS "Agent Status" for the community league's property. This means that a community league's board of directors authorizes the EPS to act as their Agent(s) according to the Trespass to Premises Act and the Petty Trespass Act.

The process of granting the EPS Agent Status is very easy. All that is required is a board member's signature on the Agent Status form. The form is provided by the community league district's CLC. Once this document is signed, any police officer may issue and enforce bans against any person who, in the sole discretion of the EPS, is determined to be a trespasser on the property. Agent Status also allows the EPS to enter onto any portion of a property to utilize this power. It is strongly recommended that Agent Status is renewed annually, and appears on the minutes for Annual General Meetings.

The CLC will provide stickers that identify the property as a location at which the EPS has Agent Status. The stickers should be placed in highly visible locations near the entrances of the community hall. This shows patrons entering the building that the EPS is in partnership with the community league, and will address any potential problems.

It's important to include as part of every rental agreement that the EPS has Agent Status. This information must be included in the rental contract before the EPS can utilize Agent Status. The rental contract should clearly state that:

- EPS police officers have the authority to enter onto any portion of the community hall and its property at any time;
- EPS police officers have the authority to inspect the entire community hall and its property at any time;
- EPS police officers may give notice to any person, including guests of the renter, to not trespass on the community hall and its property.
- EPS police officers may issue and enforce bans against any person who, in their sole discretion, is determined to be a trespasser on the community hall and its property, including guests of the renter;
- EPS police officers may apprehend without warrant any trespasser pursuant to section 5(1) of the Trespass to Premises Act, R.S.A. 2000, c. T-7, including any guests of the renter who are determined by EPS police officers to be a trespasser.
- EPS police officers through Agent Status may remove individuals, including guests of the renter, who are intoxicated, causing problems, or are unwanted, at the sole discretion of the EPS police officers; and
- EPS police officers have the powers of a Liquor Inspector under the Alberta Gaming and Liquor Act, and will enforce all federal, provincial, and municipal acts and bylaws if the EPS is required to attend.

The CLC will verify that each rental contract contains this information – if it doesn't, the EPS may not be able to utilize the powers granted to them through the program.

Agent Status will not stop every problem or bad rental, but it may discourage unwanted individuals from entering the property. This program will act as a deterrent for bad renters and discourage renters from allowing problematic activity during their rental. Talk to the CLC about any limitations of the Agent Status program, and how it may affect individual properties.

The Agent Status program is highly effective, and should be strongly considered. It's used and enforced on hundreds of major public and private properties across the City of Edmonton.

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For a copy of the Agent Status letter, see page 16.

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Community leagues should also consider providing the EPS with a key to the community league's property. Although this is not mandatory, it allows the EPS to access the property to enforce the powers granted to them under the Agent Status program.

After completing the Agent Status letter, the CLC will ask the board of directors to provide emergency contact information for the community hall. Emergency contacts should be people with keys to the facility and the ability to arm/disarm any alarm system that is in place. Contact information will be confidential and only used for emergency

purposes. The information will be added to a Location of Interest (LOI) document, and submitted to EPS Police Dispatch 911 Section to be included with dispatching information. Any time an incident occurs at a community hall, the emergency contact information is readily available. It is strongly recommended that this information is updated annually, and appears on the minutes for Annual General Meetings.

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There should be at least two individuals as emergency contacts, so that the EPS can speak directly to a person in case of an emergency.

See an example of an LOI form on page 17.

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## Collect as Much Rental Information as Possible

The person in charge of hall rentals should collect as much information as possible about the potential rental and renter. Additional information about a renter may potentially be found on:

- social networking sites, such as Facebook, Twitter or Myspace;
- Google;
- EPS CLC;
- posters advertising an event in your neighborhood (at local stores, restaurants, businesses, bars/lounges, or on light standards).



Ensure that any information collected is relevant to the rental/renter, and that the information (e.g. rental contracts, copies of drivers' licences, electronic files, credit card info) is properly handled and stored. It is recommended that the community league's board of directors seek legal advice and/or contact a Freedom of Information and Protection of Privacy expert and/or lawyer. Note that the collection of any personal information for the purpose of rentals is governed by the Personal Information Protection Act (PIPA).

## Develop Thorough Policy and Rental Agreements

Rental agreements should contain the following information:

- terms and conditions (information about the agreement, general rules, fee payments, bookings, reservations, damage deposits and forfeiture clause(s));
- fee schedules;
- a pre and post rental inspection list for the purposes of the damage deposit;
- the type of event planned;
- the number of people expected to attend;
- the hours of the event;
- if liquor will be served and the liquor licence information including the name and location of the liquor store where the licence was purchased;
- proof of valid insurance (refer to the EFCL Resource Guide for detailed insurance information);
- identification;
- a forfeiture clause stating that the renter may forfeit all or part of the

damage deposit if the EPS is required to attend the community hall during an event;

- a notation that the EPS (and possibly fire rescue personnel) may conduct occupant load counts to ensure that the premises is not overcrowded, there are no blocked exits, or any activities which may be hazardous to the occupants of the premises; and
- a plan for security personnel (this may include a private security firm, or other means of security).

**Note: Do not sign a rental contract if the renter states that they will be hiring CLC Special Duty members.** An event requiring such personnel will be too large for most community halls. Contact the CLC immediately if this occurs.

If the community league is diligent in obtaining information about the renter and event, and makes it clear that the community league has police support, it is less likely that a bad rental will happen. Every community league should review all of their rental documents on an annual basis, and this should be noted in the minutes of each Annual General Meeting.

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The following information should be included on a rental agreement once the EPS has been granted Agent Status. See page 5 for more information on granting Agent Status.

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If, and ONLY if, the EPS is granted Agent Status:

- each individual rental agreement must have clearly identified and plainly worded clauses

stating that the EPS has Agent Status, and describe the authorities of EPS police officers relying on Agent Status (see p. 5 of this guide);

- this clause must be included for all renters and in all rental contracts;
- all rental contracts must be changed to reflect this information before the EPS relies on Agent Status;
- the local CLC will be required to verify that every rental contract contains this information, or the EPS may not be able to utilize the powers granted to them.

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See an example of a rental agreement utilized by a large and busy community league on p. 18.

For more information on:

Tools for boards of directors

Community league operations

Finance management

Communications

Legal and insurance information

Forms and templates

see [http://www.efcl.org/](http://www.efcl.org/Resources/2009ResourceGuide/tabid/185/Default.aspx)

[Resources/2009ResourceGuide/tabid/185/Default.aspx](http://www.efcl.org/Resources/2009ResourceGuide/tabid/185/Default.aspx)

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## Meet Potential Renters

Never compromise the safety or security of the person in charge of rentals. The person(s) in charge of rentals should never allow a potential renter into their home, and should never be alone with a potential renter. Business related to rentals should be conducted:

- with a minimum of two people present;

- in person (no e-mails, text messages, or online bookings); and
- in a public place – it is less likely that an incident will happen when there are people around.

Make a photocopy of a driver's licence or valid government photo ID. Make sure the ID is not damaged, mutilated, or defaced. If the ID is not in good condition, do not accept it! Copies of ID should be required for all rentals. However, "regular rentals" may only require ID be provided (copied) on an annual basis.

Payments and security deposits should be by certified cheque or valid credit card only. Minimal or no cash should be kept on the premises. Any payment should be deposited to the community league's bank account as soon as possible, or stored in a secure location (safe, lock box, etc).

In the event of a conflict with a potential renter:

- the person in charge of rentals has the right to refuse a rental;
- try to remain calm, and do not allow the potential renter to intimidate;
- have an "escape plan" in place – carry a cell phone, and call the police;
- remember that a rental can be cancelled at a later date;
- use common sense

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### Remember:

The property can be rented to whomever the owner of the property, or their representative decides.

Don't rent the facility if the person in charge of rentals has a bad feeling about a potential renter!

Don't rent a property to a person that does not provide detailed and honest information about their rental plans.

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## Identify and Avoid Potential Problems

The following suggestions require open lines of communication between the community league, the EPS, area councils, or other agencies including the Alberta Gaming and Liquor Commission (AGLC), and/or Public Safety Compliance Team. The goal is to identify potential bad rentals prior to a rental actually happening.

There are a few different ways that a community league can identify potential problems, and initiate an EPS response.

- The person in charge of rentals must remember that if they have a bad feeling about a potential renter – don't rent the facility! As the owner of the property, the community league has the sole discretion as to who they rent to.
- The person in charge of rentals should use the rental agreement as a guide for questions for the potential renter. The rental agreement should clearly state the consequences for breaching the conditions of the rental agreement. If a

renter is aware of the community league's partnership with the EPS, then it's less likely that a community hall will be rented based on false pretences.

- The community league should provide a monthly list of rentals to the CLC whenever possible. This could be a photocopy of a handwritten calendar or an e-mail to the CLC. This is a simple way to keep the lines of communication open.
- Advise the CLC if a rental is denied. If a rental is denied at one hall, the potential renter may still look for a location to host their event. Renters may simply go to another community hall and attempt to rent the next available location, or attempt to rent multiple locations in case their primary booking is cancelled.

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Each community league should develop rental practices and a system with their CLC that best suit their community with the goal of preventing a bad rental from happening.

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If the person in charge of rentals identifies a rental that may require the EPS to attend due to the nature of the activities planned or clientele attending the event, the community league should contact the CLC and provide a copy of the rental contract(s), date(s), name(s), number of individuals expected, if alcohol will be served, and why there is a concern. In this case, EPS members will stop by the hall if and when time permits.

If the rental agreement has already been signed, and the person in charge of rentals identifies a significant issue with the rental, the community league should try to:

- Cancel the rental agreement! If the rental agreement cannot be cancelled, then:
- Contact the CLC immediately. The CLC will create a “Proactive Event” directing patrol members to attend the location during the event. It’s vital that the CLC is provided with a copy of the rental contract(s), date(s), name(s), number of individuals expected, if alcohol will be served, and why there is a concern
- EPS members need to know what to expect, and be prepared.
- Again, potential renters may simply go to the next community hall, and attempt to rent the next available location, or book multiple locations in case their first rental is cancelled.

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EPS attendance at community hall rentals will be based on the availability of resources at any given time. The EPS cannot guarantee that members will attend.

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## Follow-Up, Review, and Evaluate Regularly

Sometimes, nothing can be done to prevent a problem during a rental. Parties can unexpectedly get out of hand, especially when alcohol is involved. Every CLC and CLS receives daily reports of all calls within their district. From these reports, they have

the ability to search and review any or all of the incidents documented the previous day. In some cases, the EPS may attend a call at a location, but determine that no action is required. In circumstances like this, a follow-up call to the community league is not necessary.

In cases where the CLC identifies that an incident occurred at the community hall, the CLC will contact a representative of the community league. The severity of the circumstance will determine the urgency of providing the information to the community league.

In cases where the community league believes that an incident occurred and they have not been contacted by the CLC, then a representative of the community league should contact the CLC. The CLC will check to see if there was a police response at the hall, and advise accordingly.

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It is important to note that not all information pertaining to an EPS investigation can be released.

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After an event, review and evaluate what did and didn’t work for the community league and CLC. The key to any successful system is good communication. The community league representative and the CLC should speak with each other to identify any strengths and weaknesses that either side identified post-rental.

In order to ensure the continued success and communication between the community league and the EPS, the following should be done at the community league's annual general meeting (AGM):

- invite your CLC;
- review and evaluate the current rental system;
- discuss, authorize, and sign the EPS Agent Status letter;
- review and update rental policy, rental documents, and policy and procedure for the handling and storage of personal information;
- draft and approve (or update) a letter to the surrounding community; and
- review and update LOI information.

It's strongly recommended that this information be added to the minutes at each AGM. This will ensure that they appear "on the record" and are done annually.

## Additional Information

### Liquor Licences

Note: The following liquor licence information has been shortened and generalized for the purposes of this document. Contact the AGLC for detailed information.

### General

The rental agreement should have a clause stating that events with liquor service must be concluded at a specific time. It is recommended that all liquor sales be concluded by 1:00 am. The AGLC requires that liquor service or sales must cease by 2:00 am, and liquor beverages must be cleared from patrons and liquor consumption must cease by 3:00 am. Further, the AGLC requires that liquor service and consumption must not exceed the hours specified in the licence. Although it is not required by the AGLC, it is strongly recommended that the rental agreement state that the hall must be vacated by 3:00 am, with the exception of the renter for cleaning.

- It is up to the community league to determine how this is enforced.
- There should be a specific clause outlining who can clean up.
- If liquor will be served, ensure the renter has obtained and presented a valid and correct liquor licence at the time of signing the rental agreement.
- The EPS cannot be responsible for ensuring that the event concludes as specified.

The EPS also strongly recommends the community league require the renter hire a "host" who is a member of the community league for events where alcohol will be served. Fees for a host will be determined by each individual community league; however, it should be enough to compensate the member for their time (\$100 - \$150). The host simply monitors the event and provides assistance to the renter when required. There is no



expectation for the host to enforce the terms and conditions of the rental agreement(s) for safety purposes. The host should not participate in any form of liquor service. This creates another level of accountability for the renters as a representative of the community league will be at the event ensuring the renters are abiding by all of the conditions found in the rental agreement(s). If the renter refuses to hire a host, the facility should not be rented out. *Community leagues should be aware that this practice will increase their legal liability – ensure to check with the league’s insurance provider **before** instituting this practice.*

## Licence Information Types

There are three types of liquor licences that can be obtained for rentals:

- 1. Public events** (i.e. events that require ticket sales, advertising, promotion)  
Licences for events for over 400 people are available for legitimate events; however they must be obtained from the AGLC. Most community halls should not be able to host an event of this size. Contact the AGLC and the public safety compliance team if a renter wishes to host an event of this size.
- 2. Private Non-Sale (\$10.00 and available at a Liquor Store)** This licence allows the holder to provide liquor to invited guests free of any direct or indirect charge.
- 3. Private Resale (\$25.00 and available at a Liquor Store)** This licence allows

the holder to sell liquor to invited guests. It may only be obtained by:

- a non-profit charitable organization; or
- an adult who is responsible for organizing a family function such as a wedding reception or family reunion.

## Attendance

Liquor licences for functions with less than 400 people can be authorized by a liquor store. Larger functions must be approved by the Regulatory Division of the AGLC. Attendance at any function may not exceed the posted occupancy load of the property.

## Advertising

Any advertising for a private function must specify “members and invited guests only”. A community league may advertise a function on a sign, including a free-standing illuminated sign, on community league property. Posters may be displayed on community notice boards. Tickets to private functions cannot be sold to the public, and cannot be sold out of business outlets or from public venues.

## Conditions of Liquor Licences

It is the renter’s responsibility to note the following:

- liquor licence must be posted in a prominent location at the event;
- AGLC inspectors and police must be admitted to premises covered by a licence;

- the renter is responsible for the conduct of guests;
- the renter is responsible to ensure that over-service does not occur;
- the renter must ensure that responsible supervision is provided;
- the AGLC recommends one supervisor for every 50 people, plus one at every door;
- BYOB events are not allowed; homemade wine, beer, or cider must not be served, consumed, or allowed on the premises; and
- any activity that is contrary to any municipal bylaw, or any act or regulation of Alberta or Canada is prohibited.
- Minors may not receive or consume liquor

## After-Hours Events

After-hours events (events commencing or continuing after 3 a.m.) should not be permitted for any event. A licensee must comply with the maximum hours of liquor service and consumption as specified on their liquor licence. There are no provisions in the Alberta Gaming and Liquor Act that permit liquor service, sales, or consumption after the liquor service and consumption period on the licence expires.

For any hall party to continue after 3:00 a.m., when the liquor licence expires, approval may be required from the City of Edmonton by way of an “After Hours Event” business licence.

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***The rental agreement must clearly state that after-hours events are strictly prohibited.***

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## Noise Management and Access Control

As previously recommended, the renter should designate and provide some form of security. Any individual providing security **must** remain sober. It is the responsibility of the renter to ensure that noise from a rental is kept to a reasonable level. The renter should ensure the person in charge of event security monitors the volume of music inside, directly outside, and at a distance from the building. Consider what a reasonable person would find acceptable.

Unwanted guests and weapons can be a significant problem for events. For larger events, events with alcohol, or events where all guests may not be known to the renter, some form of security check should be conducted on guests – **weapons of any kind must not be permitted into any type of event.**

The person in charge of event security should monitor any individuals that are outside of the event. This includes smokers and individuals attempting to re-enter the building. The person in charge of security must be both willing and able to contact police in case of emergency or identification of a serious potential problem for the safety and security of individuals attending the event. The person in charge of security should ensure that locations for entrance and exit are kept to a minimum. All entrances/exits must be monitored to ensure the safety and security of everyone at the event.

[illegible]

<b>Division Station</b>	<b>District</b>	<b>CLC Phone Number</b>
Downtown Division 9620 103 A Ave 780-421-2200	1	780-421-2602
	2	780-421-2603
	3	780-421-2603
	4	780-421-2602
NorthEast Division 14203 50 Street 780-426-8100	1	780-426-8153
	2	780-426-8149
	3	780-426-8156
	4	780-426-8157
Southeast Division #104 Youville Drive East 780-426-8200	1	780-426-8252
	2	780-426-8274
	3	780-426-8204
	4	780-426-8247
Southwest Division 9710 51 Avenue 780-426-8300	1	780-426-8300
	2	780-994-8452
	3	780-426-8333
	4	780-426-8328
West Division 16505 100 Avenue 780-426-8000	1	780-426-8017
	2	780-426-8090
	3	780-426-8043
	4	780-426-8043

EPS Emergency Line: 911  
EPS Non-Emergency Line: 780-423-4567

Bylaw Complaints: 311

2009 EFCL Resource Guide:  
[www.efcl.org/Resources/2009ResourceGuide/tabid/185/Default.aspx](http://www.efcl.org/Resources/2009ResourceGuide/tabid/185/Default.aspx)

AGLC Website:  
[www.AGLC.ca](http://www.AGLC.ca)

Any additional questions or concerns can also be directed to your City of Edmonton Community Recreation Coordinator (CRC)



**Edmonton  
Police  
Service**

9620 – 103A Avenue  
Edmonton, Alberta  
Canada T5H 0H7  
Ph: 780-421-3333

Business/Company Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

To Whom It May Concern:

Re: Occurrence No: \_\_\_\_\_

I, \_\_\_\_\_ (owner/representative's name), as owner/representative of a property at  
\_\_\_\_\_ (include address with name of business ) \_\_\_\_\_ Edmonton, Alberta,

do hereby authorize all police officers of the Edmonton Police Service ("EPS") to act as my agent pursuant to the Trespass to Premises Act and the Petty Trespass Act. As my authorized representative, any police officer may issue and enforce bans against any person who, in their sole discretion, is determined to be a trespasser on the property, and to affect their purpose, are further authorized to enter onto any portion of the above noted property.

In order to assist EPS with identifying the location as one which has designated Agent Status to the EPS, the EPS will provide a sticker that I will display in a place open to public view.

The authorization to ban or enforce bans is in effect 24 hours/day. This authorization is intended to remain in effect until revoked in writing, at which time the sticker should be removed and returned to the EPS. If the existing owner/representative of the business/property listed upon this document is leaving the business/property as the owner/representative, they must notify the EPS of such, thus terminating this agreement.

With respect,

\_\_\_\_\_  
(Owner/Representative)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by Req #:

Name:





**EDMONTON POLICE SERVICE**  
**Police Dispatch / 9-1-1 Section**  
**LOCATION OF INTEREST (LOI)**  
**GENERAL**

Master Occurrence No:  
(if applicable)

☐ **LOI New Entry**

☐ **LOI Update**

☐ **LOI Removal**

Location of Interest Type (check one)

☐ **ALERT** (police haters, infectious disease carriers)

☐ **PREMISES** (halfway houses, consulate offices)

☐ **MASTER** (any master file project)

☐ **CHRONIC** (any chronic complainers)

Address

Problem

Action Required

Date Requested to Expire

Investigator:

Signature

Unit

Date

Reg. No:

Name:

Investigator:

Signature

Date

Reg. No:

Name:

## FACILITY RENTAL AGREEMENT

Between the  
**Edmonton Community League**  
1234 – 56 Avenue, Edmonton, AB A1B 2C3  
Tel: (780) 123 - 4567 Fax: (780) 890- 1234

Represented by: Bob Smith  
Facility Manager  
**780-567-8910**

And

### RENTER

ORGANIZATION:  
CONTACT PERSON:  
ADDRESS:  
PHONE 1:  
ALT CONTACT:

DRIVER'S LICENCE NO.:  
EMAIL:  
PHONE 2:  
PHONE:

### EVENT INFO

START DATE:  
END DATE:

TIME IN:  
TIME OUT\*:

\*Guests at events with liquor must vacate by 3am

SPACE RENTED: ☐ Main Hall  
☐ Smith Room

☐ Kitchen/Bar  
☐ Small Gym

☐ Coat Check/Ticket Office  
☐ Lounge

TYPE OF EVENT: ☐ Private Party

☐ Ticketed Event

☐ General Public Event

EXPECTED NUMBER OF GUESTS:

EVENT DETAILS/  
NOTES

LIQUOR SERVICE: ☐ YES

☐ NO

NAME ON PERMIT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

CATERING: ☐ YES

☐ NO

COMPANY: \_\_\_\_\_

INSURANCE CO.: \_\_\_\_\_ POLICY NO.: \_\_\_\_\_

### AGREEMENT

Edmonton Community League agrees to provide the Renter, access and use of the facility listed above during the stated rental period, in accordance with the "Terms and Conditions" (Schedule 1 attached).

The Renter agrees to pay the total fees and damage deposit as calculated in the Fees Agreement (Schedule 2 attached) and complete all items on the In/Out Report (Schedule 3 attached).

Executed this \_\_\_\_\_ Day of \_\_\_\_\_, 2011 at Edmonton, Alberta.

\_\_\_\_\_  
Edmonton Community League

\_\_\_\_\_  
Renter

## TERMS AND CONDITIONS (Schedule 1)

### 1. Definitions:

- 1.1. League – The Edmonton Community League.
- 1.2. Renter – Individual and/or Organization identified on this Facility Rental Agreement.
- 1.3. Facility – Edmonton Community League (1234 – 56 Avenue) and all interior furnishings, appliances, fixtures, equipment, cookware, dinnerware, silverware and other items that are the property of the Alberta Avenue Community League.
- 1.4. Agreement Period – the exact time frame stated on page one of this agreement.
- 1.5. Damage Deposit – a refundable fee (subject to any clause of the agreement) to be submitted to the League in accordance with the Facility Rental Agreement.
- 1.6. Guests – Any person or individual in attendance at the Users' event or function.

### 2. General:

- 2.1. The balance of the rental fees are required to be submitted two weeks in advance of the Agreement Period.
- 2.2. The Renter shall use the Facility for only the purpose stated on the Rental Agreement, unless otherwise approved by the League.
- 2.3. The Renter shall be responsible for the proper behavior of all Guests while entering, occupying or leaving the Facility.
- 2.4. No smoking is permitted in the Facility.
- 2.5. The Renter agrees to observe all fire code regulations; federal and provincial laws; and city bylaws.
- 2.6. The Renter agrees to abide by Alberta Gaming and Liquor Commission (AGLC) regulations and comply with conditions specified in any liquor permits.
- 2.7. The Renter agrees to monitor the volume of music played during the Rental Agreement Period and to ensure that this is reasonable and that the neighbourhood residents are not disturbed.
- 2.8. The League reserves the right to enter the facility during the Agreement Period to ensure that these Terms and Conditions are adhered to.
- 2.9. The League reserves the right to terminate this agreement at any time during the Agreement Period if the Renter is not complying with the Terms and Conditions herein.
- 2.10. The Renter is responsible for completing all items listed on the In/Out Report as stated in Schedule 3 before vacating the Facility.

### 3. Reservation Fee:

- 3.1. At the time of booking Main Hall a \$100.00 reservation fee is required. A \$25.00 reservation fee is required for bookings in the lounge, Smith Room or Gym.
- 3.2. The reservation fee will be deducted from the total rental fees.
- 3.3. If a cancellation is made with less than 30 days before the booked date, the reservation fee is totally non-refundable.

### 4. Damage Deposit:

- 4.1. The Renter is responsible for accidental or intentional damage to the Facility for the duration of the Agreement Period, while the Facility is in the Renter's care, custody and control.
- 4.2. The Facility will be inspected prior to and after the Agreement Period. A check-in/check-out report will be prepared. The league representative will conduct the check-out report and notify the Renter of any issues.
- 4.3. The Damage Deposit funds will be forfeited in whole or in part by the Renter for any damages to the Facility and/or equipment either damaged or missing following the Agreement Period. The amount to be withheld will be at the discretion of the League and will be equivalent to the costs of repair, restoration or replacement of item(s) damaged or missing.
- 4.4. The Damage Deposit funds will be forfeited if the Renter does not comply with the terms of the rental agreement.
- 4.5. The League will deduct from the damage deposit the cost of cleaning and performing other remedies at the rate of \$50.00 per hour.
- 4.6. Damage Deposit funds will be returned within 14 days of the rental end date. A written description of any damages and/or penalties and the amount to be withheld will be provided.
- 4.7. The Renter agrees to pay the League the cost of repairs to the Facility over and above that of the damage deposit, as stated in Schedule 2 of this agreement, in case of excessive damage to the Facility.

### 5. Liability & Insurance:

- 5.1. The Renter shall indemnify and hold harmless the League and all the League Directors for injuries or damages to persons or property related to the Renter's use of the Facility, including any claims arising from the dispensing of alcoholic beverages.
- 5.2. The Renter must provide proof of Third Party Liability Insurance coverage prior to the start of the Agreement Period. The Renter must have the League listed as an additional insured on the Renter's insurance policy.

### 6. Keys:

- 6.1. The Renter shall be responsible for the key(s) signed out as well as for the security of the Facility associated with the use of such key(s).
- 6.2. No copies of assigned key(s) shall be made.
- 6.3. Keys must be returned immediately following the Agreement Period by arrangements made between the league representative and Renter.
- 6.4. If keys are lost or stolen while in the Renter's possession, the cost associated with re-keying the Facility locks will be the responsibility of the Renter for which damage deposit funds will be deducted. Keys will be considered to be lost if not returned within 48 hours.

## FEE AGREEMENT (Schedule 2)

BASIC RENTAL FEE	\$	
DISCOUNT	\$	Member / Community Event / Other:
SET UP / TEAR DOWN	\$	
CLEANING	\$	\$25 Mandatory cleaning charge for griddle use
OTHER CHARGES	\$	See Schedule 4
<b>TOTAL RENTAL FEES</b>	<b>\$</b>	
RESERVATION FEE PAID	\$	RECEIPT NO.: _____
<b>BALANCE DUE</b>	<b>\$</b>	RECEIPT NO.: _____

### DAMAGE DEPOSIT

DAMAGE DEPOSIT	\$	RECEIPT NO.: _____
LESS DAMAGES	\$	
<b>BALANCE TO RETURN</b>	<b>\$</b>	PAYABLE TO: _____
		CHQ # _____ DATE MAILED: _____
		PICKED UP / SIGNATURE: _____
BALANCE OWING	\$ _____	RECEIPT NO.: _____

<sup>1</sup> The basic rental fee includes use of tables, chairs, stages, coffee urns or makers, garbage bins, mops/buckets, brooms and dust pans. It also includes the following supplies: garbage bags, cleaning cloths and cleaning chemicals.

<sup>2</sup> Set-up/tear down service is dependent on league staff availability.

<sup>3</sup> Cleaning service is dependent on league staff availability.

<sup>4</sup> The balance of the rental fee is due two weeks prior to the start of the event.

<sup>5</sup> If paying by cheque, damage deposit must be paid two weeks prior to the event. Damage Deposit cheques will be cashed. If paying by cash, damage deposit may be paid at check-in. All Damage Deposits will be returned via cheque even if they were paid in cash.

## IN/OUT REPORT (Schedule 3)

### Renter's Responsibilities

The Renter must provide supervision and maintain law and order at all times during the rental period. If so required by the League, security must be supplied by the Renter.

The Renter is responsible for setting up all tables, chairs and stages unless alternate arrangements are made. All tables and chairs must be wiped clean before being put away.

All personal equipment and belongings must be removed and the clean up duties completed by the Time Out on the Rental Agreement. In the Case of Saturday evening rentals, all clean up must be done by Sunday at 9 a.m. (except in cases where the hall is rented the next day).

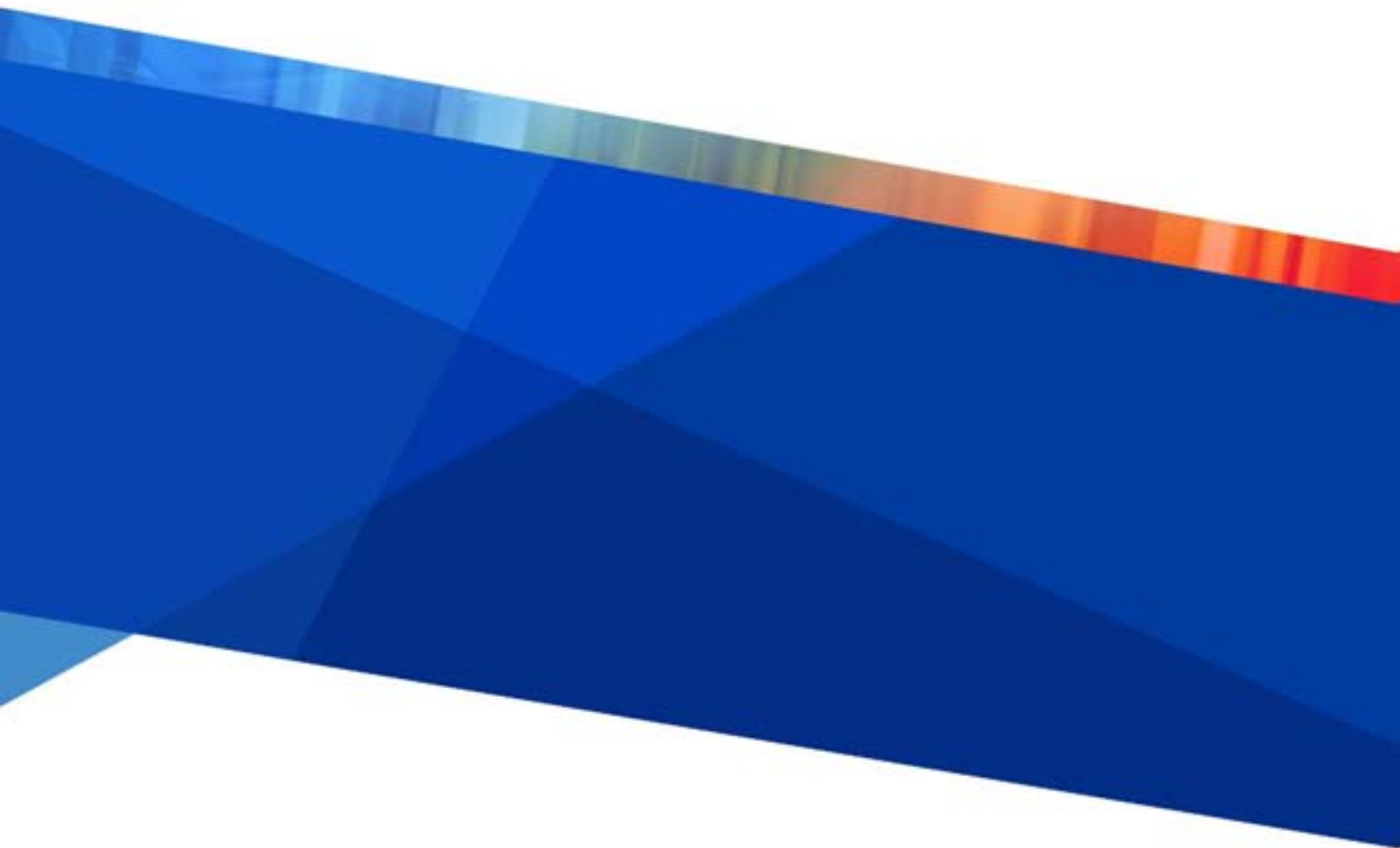
Upon exiting the building the Renter must ensure hall and kitchen lights are switched off (bathroom & entry lights will remain on); exit and entry are locked and firmly closed; and the security alarm is armed.

The Renter and the League representative will conduct an inspection of the facility and equipment prior to the commencement of the event. The League representative will conduct the check out report and notify the Renter of any issues.

DESCRIPTION	IN	OUT	NOTES
Keys signed out / Returned on time			
Tables, chairs and stages stored properly as indicated in storage room.			
All garbage must be bagged and placed in the garbage bin in the parking lot (the key is hanging by the kitchen door). Combine garbage to make full bags.			
All areas used including the entry, bathrooms and kitchen are swept and mopped.			
All areas used including the entry, bathrooms and kitchen are swept and mopped.			
All areas used including the entry, bathrooms and kitchen are swept and mopped.			
Counters/tables, cupboard doors and tiles/walls are wiped down and clean.			

Damage reported by: \_\_\_\_\_ Deduction Amount: \$ \_\_\_\_\_





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