

## TERMS AND CONDITIONS

1. Occupancy is limited to 90 people as directed by the Fire Department
2. ALL EXIT DOORS MUST BE UNLOCKED while building is in use.
3. Appropriate permits must be obtained by the renter and displayed when food and/or alcohol is sold or served.
4. No Smoking, illegal drugs or pets are permitted on New Horizons' premises.
5. All evening rentals are subject to a 1:00 a.m. curfew.
6. Approval must be obtained from the New Horizons' Rental Agent before **any** items are hung or attached to any wall (i.e. no holes or other damage).
7. Responsible care and cleaning up of the building and facilities is expected (see Appendix A for full details on cleaning procedures).
8. Compensation for damage, breakage, or loss will be charged at cost.
9. There are appropriate recycling and garbage receptacles. There is a compost bin behind the library and all other garbage is to be removed.
10. Before leaving please ensure: **dishwasher is off and coffee maker unplugged; heat is turned down; lights are turned off; ALL 3 doors are locked.**
11. New Horizons Society reserves the right to decline rental of the premises to anyone at the Rental Agent's discretion.
12. **IF FIRE ALARM RINGS, THE HALL MUST BE EVACUATED AT ONCE. Call 911.**

### APPENDIX A - use of kitchen and premises

#### Equipment available:

- Plates, bowls, cutlery, mugs/cups
- Limited numbers of glasses, cooking utensils and some trays (no pots or pans)
- Stove, microwave, coffee maker and tea pots.

**Use of Dishwasher:** All cups, plates and cutlery have to be sterilized in the dishwasher. Dishwasher soap is under the sink. Turn on the dishwasher to warm up 20 minutes prior to use. Dishes must be pre-washed in the sink to remove food particles before putting them in the dishwasher/sterilizer. Instructions are posted.

#### The following is a list of mandatory regulations and procedures for all users:

- Fire exits must not be blocked by chairs, props or any other obstacles.
- All exit lights must be lit.
- The renter is responsible for their own liability insurance.
- The renter is responsible for the activities in the building and in the parking lot.
- The renter must be aware of the location of fire extinguishers and phones.
- Breaker box location is inside the broom closet at the entrance to the hallway.

#### Clean-up Procedure

- Mops, brooms, plastic bags, toilet paper and light bulbs are stored in the cupboard at the entrance to the hallway. Sweep kitchen floor and damp mop if necessary.

#### Renters are responsible for:

- Sweep floors throughout. Wipe tables. Clean kitchen counters and mop floors.
- Remove garbage from washrooms, kitchen and parking area and take with you.
- Floor mats must remain in place at the doors; track lights and bulbs must not be removed.
- Return folding chairs on trolleys to the storage area.
- Return tables to storage area where they were found.
- Secure the building assuring that all three doors are locked.