



## **Briarwood Community Association Inc. (the BCA)**

### **Recreation Unit User Policy**

#### **General Policy Direction**

Generally, to support its main purpose/mandate, the BCA will make selected rooms of the Recreation Unit (the Unit) located at 602 Briarwood Road available at selected times for short-term public and private events.

Space will be allocated in a manner that reflects the needs of the community, does not conflict with the objectives of the BCA and is in accordance with the provincial liquor and gaming laws and City of Saskatoon policies and bylaws.

All users/applicants are required to submit an application for use to the BCA and all such applications are subject to cancellation due to emergencies.

All users/applicants must be 19 years of age or older.

The BCA is responsible for the administration and interpretation of this policy.

#### **Terms for Use**

In return for the right to use the Unit the user will agree to comply with the following conditions:

1. If the user or any person under the user's supervision causes damage, whether accidental or malicious, to the Unit or equipment the user or that person will be held financially responsible for the repair or replacement due to such damage. Failure to reimburse the BCA for such damages will result in the termination of further reservations until such time payments have been received. Long-term failure to reimburse the BCA for such damage may result in legal proceedings against the person or group involved.
2. The user is responsible for the supervision and conduct of all persons using the Unit.
3. The user is responsible for cleaning the Unit to the state in which it was received.
4. The use or right to use is a license interest only.
5. **The user will agree to the following responsibilities and observe the following rules:**
  - **The Unit** will be used only for the activities listed on the Application and no other purposes. Users will have access to the multi-purpose room, washrooms and kitchen (if requested).
  - **Cleaning:** User must leave all spaces in the same condition as provided. Cleaning products are available to ensure tables and kitchen areas are cleaned appropriately. **Floors must be mopped with approved cleaner only. This cleaner is in the south storage room and is labelled "floor cleaner".** NOTE: Other cleaners will damage the floor surface. If the facility requires additional cleaning after use a minimum cleaning fee of \$50 will be withheld from the security deposit.
  - **Food and beverages** are permitted in the Unit. All arrangements for food and beverages are the responsibility of the user.



- **Alcohol.** BCA's and the user's responsibilities are as outlined by the Saskatchewan Liquor Licensing Commission (the Commission), namely:

**Responsibilities of the BCA:**

- a) Condition of the premises must be safe and secure before an event takes place.
- b) Adequate security arrangements must be provided to protect BCA's obligations and the user's obligations as outlined by the Commission. This is at the discretion of the BCA and all costs related to security will be the responsibility of the user.

**Responsibilities of the User:**

- a) To control entry and ensure proof of age rules are observed.
  - b) To prohibit selling or supplying alcohol to a person who appears intoxicated.
  - c) To control the conduct of person(s) at the Unit during the event.
  - d) To ensure all alcohol stays in the Unit and is not in the surrounding park or water park.
  - e) Corporate or public functions must obtain and provide proof that \$2,000,000 of liability insurance is in place for the event.
  - f) To obtain and provide proof that a suitable liquor permit has been received from the Commission.
  - g) To submit a refundable damage deposit of \$400 for events where liquor is going to be available.
- **Smoking** is prohibited in all areas of the Unit
  - **Vehicles** are to be parked in the designated street parking and **must not** be driven on the grassed areas or paths leading to the Unit
  - **Decorations** may be affixed to the walls only with removable tape or other materials that will not damage the surfaces. Affixing decorations with pins, nails, staples or other materials that will damage the walls is **not permitted**
  - **Supervision** of children and youth is required at all times. Supervisors must be 18 years of age or older
  - **Vacating Premises.** All lights must be turned off, doors locked and keys returned to the Recreation Unit Coordinator. The Unit must be left in the condition it was found which may require mopping the floor. An inspection will be completed prior to the security deposit being returned.

**Period Available**

Applications for use will be considered for dates within the period of **September 1 to May 31<sup>st</sup>** of each year.



## **Description of the Unit**

### **Rental Space Available:**

- **Multipurpose Room** dimensions are 31 feet by 34 feet with non-slip floor and a maximum capacity of 60 people.

### **Kitchen:**

- A food and refreshment serving area is included in the use of the Unit. The kitchen is equipped with two sinks, upper and lower cupboards, service counter, fridge, microwave, coffee pot and electric kettle.

### **Telephone:**

- While on the premises, the user must ensure access to a cell phone in case of an emergency as there is no telephone service in the building

### **Parking:**

- On street parking is available. **Vehicles are restricted from driving on the park pathways and park turf to access the Unit. Any damage resulting from this violation will be the responsibility of the individual and/or user.**

### **Exterior Electrical Outlets:**

- 220 volt power is available, upon request, on the exterior of the building for functions taking place outside in the park.

### **Access for Persons with a Disability:**

- The multi-purpose room and washrooms are wheelchair accessible.

### **Furniture & Equipment:**

- Tables, chairs and mats are included with the rental



### **User Fees**

Cost: \$35.00 per hour with **minimum two (2) hour rental** + refundable security deposit of **\$200 (\$400 for function with alcohol)**. A daily rate of **\$175 per day** is also available.

#### **Please note:**

- Priority will be given to community use versus private use.
- The Board of BCA reserves the right to refuse any application to use the facility.

### **Booking Procedure**

- All booking inquiries must be made by email to: [bca.building2014@gmail.com](mailto:bca.building2014@gmail.com). Please include the following information with your request:
  - Person/Group name
  - Date and time required
  - Contact information
  - Nature of event
  - Types of activities
- A minimum notice of one week prior to the event is required for bookings.
- Bookings cannot be made earlier than three months prior to the event.
- To confirm booking, full fees will be required along with a refundable \$200 security deposit (\$400 for functions with alcohol). Full fees and the security deposit must be received a minimum of three days prior to the event.
- All bookings will be considered tentative until the fees and security deposit are received.
- A full refund will be issued if a cancellation notice is provided no less than seven days before the event. Cancellation with less than seven days notice will be charged the minimum two hour fee.

#### **Additional Information to the Reader of the Policy:**

- The grounds surrounding the Unit, known as Briarwood Neighborhood Park, are public lands and are operated and maintained by the City of Saskatoon. The park is also enjoyed by residents and visitors. BCA cannot prohibit casual use of the park and guarantee that only one event will be scheduled at any given time. For persons planning to use the park space that surrounds the Unit please contact the City of Saskatoon, Allocations Office, Lawson Civic Centre (306-975-3366). Allow ample time for the application process.
- The spray park located adjacent to the Unit is a seasonal facility operated solely by the City of Saskatoon and is **not available** for bookings. The spray park operates unsupervised between the hours of 10:00 AM and 8:00 PM daily from June 1 to the close of September (Labour Day) long weekend and is open to the public.



**Recreation Unit License Agreement**

This is an agreement between:

The Briarwood Community Association, and

Licensee Name: \_\_\_\_\_

Licensee Address: \_\_\_\_\_

Licensee Phone Number: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Will liquor be served? Yes \_\_\_ No \_\_\_ SLGA Permit Number \_\_\_\_\_

Reference Number (supplied by BCA): \_\_\_\_\_

I, \_\_\_\_\_, have read, understand and agree to be bound by and observe the terms of the Briarwood Community Centre License Agreement as outlined in the BCA Recreation Unit Policy.

The Licensee is responsible for returning the facility key to the Recreation Unit Coordinator no later than two days following the event.

Agreed to on the \_\_\_ day of \_\_\_\_\_, 20\_\_ by:

*Date of event* \_\_\_\_\_

**Briarwood Community Association, and**

**The Licensee:** \_\_\_\_\_

**Signage for Key**

Date Taken: \_\_\_\_\_, Key Number: \_\_\_\_\_

(Initial)

Date Returned: \_\_\_\_\_

(Initial)