



Safe Communities Facility Rental Contract

Facility Requested: Meeting Room Board Room

Date of Event: _____ **Time of Event: Start:** _____ **End:** _____

Nature of Function: _____

Name of Organization (if applicable): _____

(the Host and/or Organization shall collectively be referred to as the "Lessee")

Main Contact: _____ **Phone:** _____

Email: _____

Second Contact: _____ **Phone:** _____

Email: _____

Billing Address: _____

The undersigned, in consideration of renting the premises, does hereby acknowledge and agree to the following:

- The lessee shall be the person in charge at all times and shall keep control of the function, adhering to the policies of Grande Prairie & Area Safe Communities for rental of facility.
- The Lessee agrees to follow and enforce any active public health orders and policies created by any national, provincial, or municipal governing body that relate to the event being hosted by lessee.
- The lessee accepts responsibility for, and shall indemnify Grande Prairie and Area Safe Communities against, any and all liabilities, penalties and/or damages caused by the activities of the Lessee and their guests.
- The lessee agrees to follow and enforce all safety policies, set by Grande Prairie & Area Safe Communities and all other policies and procedures as outlined in this contract and Attachments A, B and C included as part of this contract.
- This rental can be terminated at the sole discretion of Grande Prairie and Area Safe Communities in the event that the Lessee or the invitees are found not to be following safety and operating policies as required or causing damage to the property. In the event this is necessary all guests will be asked to leave immediately and the Lessee will forfeit their security deposit and the fees for the time used. If the Lessee fails to comply with this, the authorities may be involved in the event that it is necessary as determined by Grande Prairie and Area Safe Communities staff or board.
- No items may be stored at the facility without prior approval from Grande Prairie and Area Safe Communities. Any items stored on the premises by the Lessee are the the risk of the Lessee. The Lessee acknowledges that the Facility is a public use space and releases Grande Prairie and Area Safe Communities of any and all responsibilities and liabilities related to the items including but not limited to possible damages to items or theft of items.



- The lessee is responsible for removal of all debris, clean up and disinfecting of facilities after event (includes kitchen, tables, chairs, etc.) so that the facility appears as it did prior to event as out lined in the Facility Cleaning Checklist (Attachment B.) Failure to complete cleaning as outlined will result in a cleaning fee of **\$50 per hour** with a minimum of 2 hour charge. Failure to submit the completed checklist will result in a cleaning fee as stated above.
- The lessee is responsible for any food or beverages required for their event, any leftovers must be disposed of; failure to remove garbage or clean up facility will result in an additional cleaning fee as outlined on Attachment B.
- The lessee is responsible for any damages or cost to repair the premises or equipment during occupancy, damages will result in an additional fee of **\$150** per occurrence.
- No alcohol, cannabis or any illegal substances are permitted in the facility or on the property, at any point.
- No smoking is permitted in the facility; smokers must use designated smoking area on chain link fence on the East side of building.
- Lessee is responsible to educate attendees around emergency/evacuation and muster points, as outlined in Attachment C.
- Lessee must arrange for keys and/or codes if event is outside of office hours. If asked to come out after office hours a **\$50** fee will occur.
- Lessee is aware that other companies rent offices and may be in and out during lessee's rental.
- Lessees shall abide by the fire code occupancy load at all times.
- A **\$50** additional fee for any group(s) utilizing the facility before 8am and/or after 10pm.
- A minimum of 2 weeks notice is required to cancel a booking. Cancellations occurring less than 2 weeks before the rental date will be charged a **\$50** cancellation fee.
- A **\$200** security deposit is required for all private functions.
- There will be a **\$75** fee per call for alarm activations. Emergency after hours contact: Cindy at 780-814-8330 or email: director@gpsafecommunities.com

Rental Rate: \$ _____

 Signature of Lessee

 Date

 Signature of Safe Communities Admin

 Date



OFFICE USE ONLY

<i>Given</i>	<i>Number</i>	<i>Manager Initial</i>	<i>Lessee Initial</i>
<i>Main Security Code</i>			
<i>Garage Door Code</i>			
<i>Main Key #</i>			
<i>Gate Key #</i>			

Extra Charges: \$ _____ Rental Cost: \$ _____ Total Cost:

\$ _____ Invoice: # _____ Deposit _____

Paid In full Yes No Keys Returned Yes No



Grande Prairie & Area Safe Communities

Peace Country Safety Resource Centre

Arrival Inspection Checklist - Facility Rental

Name of Renter/Organization: _____

Time of Arrival: _____ Date: _____

Room	Item	YES	NO
Alarm	Was the Alarm armed when you entered the building?		
Lobby	Clear of garbage and Debris?		
	Floors Tidy? No obvious dirt or sticky spots?		
Ladies Washroom	Are Garbages Empty?		
	Is the washroom tidy and clear of debris?		
	Counters, mirror and sink clean?		
	Toilets clean?		
Men's Washroom	Are Garbages Empty?		
	Is the washroom tidy and clear of debris?		
	Counters, mirror and sink clean?		
	Toilets clean?		
Kitchenette	Garbage empty?		
	Floors clean and clear of debris?		
	Fridge Empty except for labelled and dated containers?		
	Counters Clean?		
Large Meeting Room	Floor Clean and Clear of Debris?		
	Garbages empty? (recycling bins normally have a few items for collection)		
	Tables and chairs stacked in corner of room?		
Stage	Floor clean and Clear of Debris?		

**** Please ensure that hand sanitizer is placed at entrances and high traffic areas before start of event.**

Please check these rooms if you are using them. If not using please leave blank.

Board Room #1 (carpeted)	Floors tidy and clear of debris?		
	Garbage empty?		
	Tables and counters clean?		
Board Room #2 (Tile)	Floors tidy and clear of debris?		
	Counters clean?		

Please Comment here about any issues or concerns you have from your arrival inspection:

Exit checklist is on back of page.



Grande Prairie & Area Safe Communities Exit Cleaning Checklist - Facility Rental

Time of Departure: _____

Room	Item	YES	NO
Large Meeting Room	Tables washed, sanitized and put away?		
	Chair tops sanitized and chairs put away?		
	Floor Clean and Clear of Debris?		
	Floor Swept?		
	Floor mopped as necessary? (removal of sticky or muddy areas)		
	Garbages empty? (recycling bins normally have a few items for collection)		
	High touch areas sanitized? (light switches, door handles, counter areas)		
Stage	Floor clean and Clear of Debris? Vaccumed if needed.		
Lobby	Clear of garbage and Debris?		
	High touch areas sanitized? (light switches, door handles, counter areas)		
	Floors swept and mopped as needed?		
Ladies Washroom	Empty all garbage cans.		
	Floor is clear of debris and swept/mopped as needed.		
	Counters, mirror and sink cleaned		
	Toilets flushed & cleaned as needed		
Men's Washroom	Empty all garbage cans.		
	Floor is clear of debris and swept/mopped as needed.		
	Counters, mirror and sink cleaned		
	Toilets/urinal flushed & cleaned as needed		
Kitchenette	Empty all garbage cans.		
	Floor is clear of debris and swept/mopped as needed.		
	Coffee pots/kettles empty and rinsed clean, washed		
	Empty fridge if you have used it.		
	Counters are clean and dishes clean and put away		
	High touch areas sanitized? (light switches, door handles, counter areas)		

Please check these rooms if you are using them. If not using please leave blank.

Board Room #1 (carpeted)	Floors tidy and clear of debris?		
	Tables and counters clean?		
	Garbage empty?		
	High touch areas sanitized? (light switches, door handles, counter areas)		
Board Room #2 (Tile)	Floors tidy and clear of debris?		
	Counters clean?		
	High touch areas sanitized? (light switches, door handles, counter areas)		
Temperature:	Summer months: June - September - Temp returned to 22		
	Winter months: September - June - Temp returned to 18		
Alarm	Alarm is set as armed away (enter code + 2 (AWAY) button)		

**** Please ensure that you lock the building door before leaving.**

Garbage bags go in the orange dumpster on the west side of the building. Bin lock Code: 2818.

Please deposit this completed checklist in the holder on the office door by the alarm control panel.



Sanitization Procedure

In the interests of reducing spread of illness in our community we are continuing with asking facility users to practice enhanced cleaning protocols to disinfect high touch surfaces.

- 1) Please request that people do not to attend if they are feeling unwell.
- 2) Please ask all visitors to use hand sanitizer when entering the building. We also ask that facility users thoroughly wash hands using soap and water (for 20 seconds) and/or use hand sanitizer as often as needed while attending functions on the property.
- 3) All renters should use the sanitization sprays supplied in the kitchen to wipe down any **hard surfaces** that are touched frequently before leaving at the end of your event. (These include, but are not limited to, tables, door handles, areas where people have pushed against or leaned on, door jambs, light switches, chair backs, etc.) Gloves are provided under the kitchen sink. Cloths should be placed in the laundry bin after use. Please use your best judgment with this based on your use of the facility.

Thank you for your understanding and co-operation.

Together we can ensure a healthy and safe space for all users.



To: All facility renters,

Thank you for supporting Grande Prairie & Area Safe Communities by renting our facility. Your rental helps us to continue to provide safety education and initiatives with a goal to reduce preventable injuries in our community.

Grande Prairie & Area Safe Communities is a non-profit, registered charitable organization. Because of this, we have limited resources. With Covid we have increased the frequency of our janitorial services to ensure a safe space but we still need your help to keep these costs at a manageable level.

All facility renters are required to complete the cleaning as outlined on the cleaning checklist to ensure that the facility is left clean, tidy, safe and ready for the next user.

- 1) **Tables:** Tables must be washed and then sanitized after every use and then put away on the table rack.
- 2) **Chairs:** The tops of the chair backs (where people grab to move and carry chairs) must be sanitized and put away at the end of your event.
- 3) **Garbage:** All garbage cans must be emptied after every rental. (Exception: *recycling or bottle refundables bin. These may stay for staff removal. Please check these bins to be sure no food waste has been placed in the paper recycling bin. If food waste is found with paper bin, it will need to be treated as regular garbage.*) The garbage bags being taken out must be deposited in the orange dumpster bin on the west side of the building.
- 4) **Floors:** Dry mopped (swept) and wet mopped as needed. Vaccumed as needed. We do not expect groups to wash the entire floor, unless the event has created necessity to do so. If the floors have any sticky, oily, salt stained or muddy areas they will need to be spot washed or washed as necessary to maintain a clean floor for the next user. ***NO food or beverage is permitted on the stage area.*** **Barn:** pick up and vaccum main floor as required, sweep hard surface areas as needed
- 5) **Bathrooms:** Please make sure the bathrooms are checked thoroughly. Clean and sanitize counters, sink, mirrors, paper towel dispenser, taps, light switches, door handles, toilet levers, other high touch areas and seats as needed. Ensure toilets are flushed and appear clean. Do not forget to empty the garbages.
- 6) **Kitchen:** You are welcome to use the kitchen appliances and any of the washable dishes available. These will need to be washed and put away when you are finished. Coffee grounds must be emptied from the coffee makers and the pots rinsed. All coffee pots and kettles must be unplugged at the end of your rental. Please do not leave food or other items. Please ensure that you have not left any food or ice in the fridge. Counters and high touch areas must be cleaned and sanitized.

Thank you for your understanding and assistance in our efforts to provide a beautiful space to rent and your support of our organization.

Cindy Blinston
Grande Prairie & Area Safe Communities



Grande Prairie & Area Safe Communities

SAFETY AND EMERGENCY INFORMATION

PEACE COUNTRY SAFETY RESOURCE CENTRE

- **Exits are through the large exit door in the Large Meeting Room or the through the front entrance doors.** Use whichever is safest in an emergency situation.
- **Fire Lanes must not be obstructed by any vehicles.** One fire lane is directly in front of the building under the canopy. The second fire lane is along the brown fence upon entering the parking lot.
- **The Muster Point (emergency meeting spot) for the Peace Country Safety Resource Centre is by the fence near the entrance gate of the parking lot. It is marked by a yellow sign.**
- **Absolutely NO alcohol, cannabis or illegal substances are allowed on Safe Communities property at any time.**
- **No smoking or vaping is permitted inside the building at any time.** Smoking is only permitted in the designated smoking area on the east fence in the parking lot where the cigarette butt disposal container is located.
- **Building is equipped with two bathrooms. These are located in the lobby on east side of the building.**
- **There are two fire extinguishers; one located in the main entry by the furnace room door and one located in the large meeting room by the double doors.**
- **A First-Aid kit is located on the counter inside the Large Meeting Room on the east side near the lobby doors.**
- **AED unit is located above the water fountain on the west side of the lobby.**

Address in case of emergency:

Peace Country Safety Resource Centre
10318 92 Street, Grande Prairie, Alberta

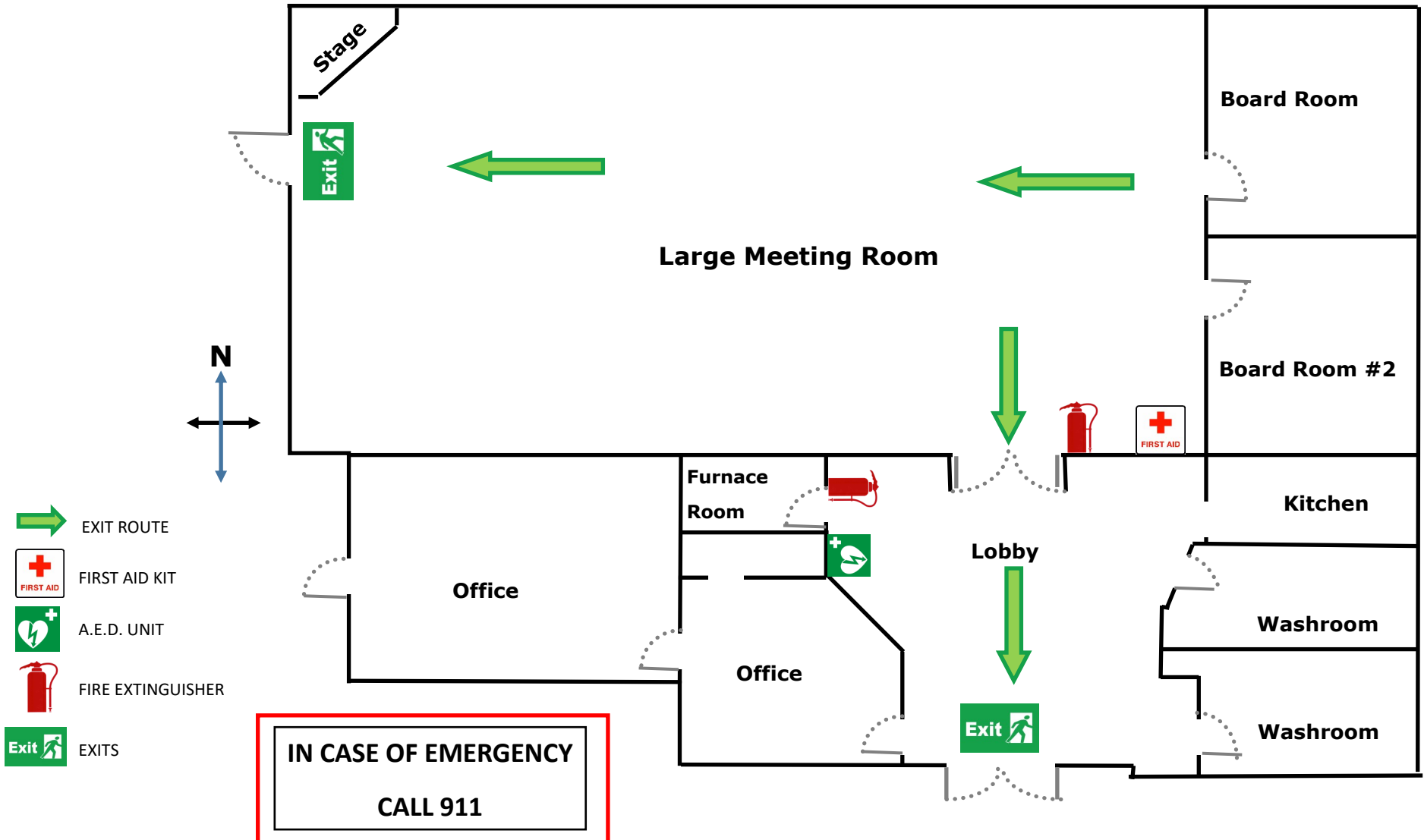
Grande Prairie and Area Safe Communities after hours contact:

Cindy: 780-814-8330



Grande Prairie & Area Safe Communities

Peace Country Safety Resource Centre Building - 10318 92 Street, Grande Prairie, Alberta





Grande Prairie & Area Safe Communities And Safety City

Map

**10318 92 Street
Grande Prairie,
Alberta**

