

Please read the following Terms of Agreement for Use of Recreation Centre. You will be asked to confirm your acceptance of the Terms during completion of the electronic form.

## **TERMS OF AGREEMENT FOR USE OF RECREATION CENTRE**

1. I accept responsibility for the return of all items to their original location, and where applicable, power turned off and equipment properly secured.
2. The facilities will be left clean and tidy. Main Hall floor is to be dry mopped.
3. Table cloths and wine glasses will be washed and returned as agreed at time of booking.
4. Any damage to the centre and/or its equipment as determined by the WOLRA Board will also be my responsibility.
5. I also agree to purchase any disposable items (ie. Coffee, tea, sugar, etc.) and not use those which were purchased by WOLRA.
6. The use of the swimming pool, library and billiard room by non-residents is not available or included.
7. Food or drink is not allowed in the library at any time

**WOLRA MAY CANCEL A BOOKING WITH A 30 DAY NOTICE.**

**Important:** To proceed to the Booking Request Form

- If Kitchen is being reserved [Click here to Access the Kitchen Reminder Document](#)

**Otherwise**

- [Click here to Access the Recreation Center Booking Request Form](#)

NOTE: An outside group or organization may make a written application to the WOLRA Board of Directors asking to use the Recreational Centre. This application would be reviewed by the Board to determine if it is in the best interest of our residents/community. If agreed, there may be a rental charge not to exceed \$200.

Please read the following Reminders for a Clean & Efficient Kitchen. You will be asked to confirm your acceptance of the Terms during completion of the electronic form.

## **REMINDERS FOR A CLEAN & EFFICIENT KITCHEN**

- Read instructions on kitchen catcher on the counter and empty in the green bin receptacle **outside** the back of the building (rinse kitchen catcher).
- Plastic table cloths and black plastic catering trays are not recyclable and must be put into the garbage.
- Take leftovers home-do not leave in fridge.
- If large quantity of food left over, call Food Bank - Linda Downey (1450) and she will pick it up.
- Wipe up any spills in fridge or elsewhere. (i.e. main hall floor).
- Wash out and dry coffee urns, coffee/tea thermos and put on top of the refrigerator (lids off).
- Wash all surfaces with detergent & water.
- Brush the Bar-B-Q if used and turn off gas valve at tank.
- Turn off dishwasher.
- If event is catered, this list is to be given to them for their perusal and agreement as to which of the above is included in their contract.
- Event planner needs to arrange for the dish cloths & tea towels to be taken home to be washed and returned a.s.a.p. The event planner is also responsible for any clean-up services that the caterer does not complete.
- **Do not leave garbage between the back doors.**
- Remove all garbage and recycling to the outside marked bins.
- Turn out the lights in kitchen & main hall.

**[Click here to Access the Recreation Center Booking Request Form](#)**