

AGREEMENT ON TERMS AND CONDITIONS FOR USE OF THE MMC



Murray Memorial Centre (MMC)

Heidi Straessle, 360 Atkin Rd., Georgeville, QC J0B 1T0

The undersigned _____ ("User"), having been
(Please print)

granted permission to use the MMC on _____ by the Community
(Dates)

Community Association of Georgeville (CAG), specifically agrees:

a. To pay to the CAG _____ for the use of
the MMC and provide a security deposit of _____. Payment in full is
due by: _____.
(Date)

b. That the User has verified and understands the governmental measures and restrictions, if any, related to Covid 19 which will apply to the proposed use of MMC, and that the User is responsible for ensuring such measures and restrictions are respected.

c. That the use of the MMC shall be subject to the terms and conditions set out on the attached pages.

d. That this agreement, as well as any documents relating hereto, be drawn up in English only. *Que cette convention, de même que tous les documents qui s'y rattachent, soient rédigés en anglais seulement.*

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|

CAG USE ONLY:

| | | | |
|--------------------------|--|----------------|--|
| Payment Received: | | Amount: | |
| Notes: | | | |

TERMS AND CONDITIONS FOR USE OF THE MMC

| | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | The permission to use all or a specified part of MMC gives the right to use the space <i>agreed upon</i> for the purpose <i>agreed upon</i> , and for the time <i>agreed upon</i> . |
| 2 | The Community Association of Georgeville (CAG) is providing the space, and any ancillary objects (e.g. chairs, tables, dishes, glasses, sound system) on an <i>as is, where is</i> basis. |
| 3 | Following the termination of the event, the User will conduct a general cleanup of the MMC and all ancillary objects which have been used. All linens are to be cleaned by User and returned to the MMC as soon as possible. |
| 4 | The User will be responsible for any loss of or damage to MMC, and to any ancillary objects, howsoever such loss or damage may have occurred, and whether by negligence or otherwise. |
| 5 | As security for any damages, the User will provide a security deposit as referred to on the Application. Any amount of the deposit which is not required by the CAG will be returned to User. The User may choose to transfer the security deposit as a donation to CAG. The providing of such deposit does not in any way limit the liability or responsibility of the User for loss or damage. |
| 6 | Smoking is not permitted in any part of the MMC at any time. Candles or any open flames are likewise prohibited. |
| 7 | Alcohol may only be served in the MMC with the prior approval of the CAG. User is responsible for obtaining a permit from the Régie des Alcools (www.racj.gouv.qc.ca), and User must confirm back to CAG before the event that the permit has been obtained and it is ready to be posted in the MMC. The permit must be posted during the event. |
| 8 | The User hereby releases the CAG and agrees to hold CAG harmless from any claims or causes of action that may arise directly or indirectly as a result of the User's use of the MMC and any ancillary objects. |
| 9 | In no event shall the CAG be responsible or held liable for any damages, loss or injuries to any person using the MMC whether such damages, loss or injuries shall have been caused by negligence or otherwise. |
| 10 | In no event shall the CAG be responsible or held liable for any damage to or loss of property owned by or in possession of User or any guests. |
| 11 | There shall be no excessive noise. |
| 12 | If other parts of the MMC are being used by others, the User will not have access to such other parts. |
| 13 | The MMC and its grounds are to be vacated no later than 1:00 am . |
| 14 | The User is responsible for locking all doors of the MMC, turning off all lights, and the sound system. The key to the MMC must be replaced in the security box next to the door. |
| 15 | The User agrees to abide by all guidelines and checklists respecting the use of the MMC. Such guidelines and checklists may be delivered separately to User, and/or may be posted or found in the MMC. |
| 16 | The User agrees that this agreement, as well as any documents relating hereto, be drawn up in English only. Il est entendu que cette convention, de même que tous les documents qui s'y rattachent soient rédigés en anglais seulement. |
| 17 | Cancellations made more than 14 days before a booking will be processed without a penalty. A 50% cancellation fee will apply to cancellations between 4 days and 13 days before a booking; and the User is responsible for the full rate for cancellation 3 days or less before a booking. Fees are based on the rate indicated in the Agreement on Terms and Conditions for Use of the MMC. |

Special COVID 19 related conditions

The User and all guests in MMC will respect any and all applicable laws, regulations and policies relating to COVID 19, in particular, but without limitation:

1. No person having tested positive for, or showing symptoms of COVID 19 shall be admitted in the MMC.
2. Physical distancing will be observed.
3. Hands will be thoroughly cleaned, either by washing or by use of hand sanitizer, upon entering the MMC.
4. The CAG requires that every person inside MMC must wear a face mask, at all times while so inside, except while seated at a table (at proper distance from others) to eat and drink.
5. For contact tracing purposes, the User must provide the CAG with a complete list of all those who attended the event at the MMC. Such list must include a phone number, home address and e-mail address for each person. To ensure this process, it may be helpful for the User to have sign-up sheets at the event.
6. Commencing Sept 1, 2021, the CAG requires that every person inside MMC shall have received two (2) approved vaccinations, and shall provide proof thereof upon request.

CLEANING CHECKLIST FOR USE OF THE MMC

The User is responsible for cleaning the MMC after use, including:

| Hall | | ✓ |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1 | Store tables under shelf. One or two will need to lean against a wall. | |
| 2 | Stack chairs - no more than 3 high. | |
| 3 | Replace card tables in corner, face-to-face or legs-to-legs so as not to damage tops. | |
| 4 | Sweep floors. | |
| 5 | Mop floors if food or drink was spilled. | |
| 6 | Close windows securely. | |
| 7 | Turn off all fans and return thermostat to original temperature. | |
| 8 | Turn off all lights: Hall, basement and bathrooms. | |
| 9 | Lock door at foot of stairs (near library) and hall exit (back door). | |
| 10 | Lock outside doors. | |
| 11 | If guests were outdoors, check for litter and pick up accordingly. | |
| Kitchen | | ✓ |
| 1 | Wash all dishes used and place back where found. | |
| 2 | Clean stoves, countertops and sinks and wipe top of ovens. | |
| 3 | Place garbage, recycling and compost in containers outside and place new bags in the containers in the kitchen. <u>Compostable</u> bags for compost. <u>Plastic</u> for garbage. | |
| 4 | Remove all food and unplug the cooler. Leave doors ajar. | |
| 5 | Turn the dishwasher off. Empty dishwasher and leave door ajar (with a wooden spoon). | |
| 6 | Remove dirty towels, tablecloths, etc. Wash and return promptly. | |
| 7 | Ensure coffee pots are emptied and cleaned. | |

