

**SIMON FRASER VILLAGE, NW58  
LOT 102 DAYCARE / PRESCHOOL BUILDING  
CLEANING REQUIREMENTS FOLLOWING A RENTAL**

**1. ALL DECORATIONS MUST BE TAKEN DOWN**

**2. KITCHEN**

- 2.1. Wipe fridge, stove, counters, walls and sinks with Pine-Sol.
- 2.2. Remove all garbage to outside container.

**3. BATHROOMS**

- 3.1. Wipe counters and sinks with Pine-Sol.
- 3.2. Clean mirrors with Windex.
- 3.3. Clean toilets and urinals with Comet or Pine-Sol.
- 3.4. Remove garbage to outside bin.

**4. OUTSIDE**

- 4.1. Check both the Preschool and Daycare playgrounds and remove any litter and cigarette butts.

**5. FLOORS**

- 5.1. Sweep then mop.

**6. HEAT / LIGHTS**

- 6.1. October to March - Set thermostat temperature to 18°C (65°F).
- 6.2. April to September - Turn heat off.
- 6.3. Turn all lights off.

**7. WINDOWS / DOORS**

- 7.1. Ensure windows are locked.
- 7.2. Close all blinds.
- 7.3. Ensure all doors are locked.

**8. MISCELLANEOUS**

- 8.1. Return all cleaning supplies and equipment to storage locker / room and lock.
- 8.2. Keys will be provided to you just prior to your booking.
- 8.3. Failure to follow these cleaning requirements or to turn down heat will result in the forfeiture of the Damage Deposit.
- 8.4. By signing the Hall Rental Agreement, the Owner is bound by all rules and regulations of the Hall Rental Agreement and these cleaning requirements.
- 8.5. It is strongly suggested that the main door to the building and the access door to the Hall from the Daycare hallway be kept locked at all times.
- 8.6. Use the two sets of double doors in the hall for entry and exit. **The Owner will be held responsible for damage to or theft from the Daycare area.**
- 8.7. The Damage Deposit will be returned before the evening of the Tuesday following the Function.
- 8.8. Keys must be returned to the council member in charge at the completion of cleaning.

Owner Initials

**SIMON FRASER VILLAGE, NW58  
HALL RENTAL AGREEMENT  
RULES AND REGULATIONS**

**1. Hall Rental**

- 1.1. The use of the Hall may be assigned to an Owner in good standing (hereinafter, as well as in **Schedule "A"** attached hereto, referred to as the "Owner" or the "Renter").
- 1.2. The Renter may use the Hall for their own private party or other family Function (the "Function") which must be 1.2.1. Non-commercial,
  - 1.2.2. Non-religious, and
  - 1.2.3. Non-political.
- 1.3. Any other function, subject to council approval, shall be open to S.F.V. residents.

**2. Rental Fee**

- 2.1. There is a rental fee of \$50.00 cash, and
- 2.2. The rental fee must be paid two weeks in advance of the Function.

**3. Damage Deposit**

- 3.1. A damage deposit of \$100.00 is to be paid by cheque made payable to NW58 (the "Damage Deposit").
- 3.2. Any damages exceeding \$100.00 will be charged back the Owner's unit.

**4. Cancellation**

- 4.1. The Renter must give at least seven (7) days' notice of cancellation.
- 4.2. Failure to give seven (7) days' notice will result in a \$50.00 penalty being assessed.

**5. Hall Use**

- 5.1. The main door to the building and the blue door to the daycare Hall must be kept locked at all times.
- 5.2. The daycare Hallway and supplies are off limits.
- 5.3. Use the double doors in the Hall for entry and exit during the Function.
- 5.4. Damage to the daycare area and supplies will result in the loss of the Damage Deposit.

**6. Parking**

- 6.1. Guests to the Function must follow S.F.V. parking restrictions.
- 6.2. If your guests park in reserved parking THEY WILL BE TOWED, without notice and at their expense.

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**7. Miscellaneous**

**7.1. THERE IS NO SMOKING ANYWHERE IN THE BUILDING OR WITHIN 10 FEET OF ANY ENTRANCE TO THE BUILDING.**

7.2. No more than eighty (80) people may occupy the Hall at any given time.

7.3. Activities must be confined to the Hall.

7.4. All doors must be closed to prevent noise from disturbing the neighbours.

7.5. All music and noise **MUST** be down to a minimum by 11 p.m.

7.6. All activities **MUST** cease and the Hall vacated in good order by 1 a.m.

7.7. The Renter shall be held responsible and liable for:

7.7.1. Any infraction of S.F.V. bylaws,

7.7.2. Any and all damage to the Hall and/or its contents, and

7.7.3. The cleaning of the facility, as described in the *Cleaning Requirements Following a Rental*, attached hereto as **Schedule "A"**.

7.8. The daycare playground and tables may be used by Renters, but are not exclusive to their use. 7.9. Grounds must be cleared of garbage and debris resulting from the Function and the tables cleaned. 7.10. Cleaning of the Hall must be completed by noon the following day.

7.11. The Damage Deposit will be refunded to the Renter if:

7.11.1. All rules and regulations herein are abided by, and

7.11.2. The Hall is left in good order as prescribed in the *Cleaning Requirements Following a Rental*, attached hereto as **Schedule "A"**.

<b>Owner's Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Strata Lot:</b>	
<b>Type of Activity:</b>	
<b>Date Requested:</b>	

I, \_\_\_\_\_, Owner, acknowledge that I have read and understand the Rules and Regulations of the  
(Owner Name)  
Hall Rental Agreement of Simon Fraser Village, NW58.

Signature of Owner Date Signed