

Community Centre Rules

- Any use of the Community has to be confirmed with the Town Clerk/Manager during Office Hours at 709-826-2330.
- Any keys passed out for the Community Centre has to be passed back the next business day.
- When anyone enters the Community Centre for whatever reason, if they see something that is out of the ordinary, please call Leslie at 709-277-7172 to report.

There are four types of people or organizations that use the Community Centre, the regulations for each are as follows:

Fitness Room users:

- Use the side door facing the soccer field only to go in to the fitness centre.
- Make sure this door is locked behind you when you enter the Community Centre and when you leave.
- If you leave through the main door, it is automatically locked, but ensure that the door is pushed closed.
- You have access to the fitness room and bathrooms only. Do not try to gain access to any other part of the Community Centre.
- Make sure the lights are turned off when you leave.
- IED is located in the handicap washroom.

People who rent the building for parties, weddings, etc.:

- Key is to be picked up the day of or day before your event. You are responsible for that key and if it's not returned to the Town Hall the next business day after your event, you will be charged for changing the locks.
- You can only go in early to decorate if it's approved at the Town Office or if you pay for the extra time.
- There is to be no thumbtacks or tape used on the walls.
- You cannot turn the heat up the day before the event and leave it up until you are finished. You can go up early on the day of your event to turn the heat up but please make sure it's turned back before you leave.
- You have to leave the kitchen as it was before your event. If you use dishcloths, you can leave them on the counter.
- You don't have to pack away tables and chairs as we pay a janitor and want to make sure everything is cleaned well before we put it back.
- You are required to sweep up any debris left from your event, ie. Food, contents of balloons or piñata's, but don't have to mop. This is done by our janitor.
- Please take out all garbage and place in the outside bin. You don't have to replace the garbage bags, our janitor will do that.

- Do a check before you leave to make sure all inside doors are closed, lights are off and outside doors are locked.

Groups that use the building for meetings:

- Please make sure that all tables and chairs are put back as it was before your meeting.
- If the heat is adjusted for your meeting, make sure it is put back as it was before.
- Please make sure that all lights are off, inside doors closed and the outside door locked.

Groups that use the Community Centre for a function (non-paying):

- No heat is to be turned up until the day of the event.
- Kitchen is to be cleaned before leaving, ie. No dishes, counters cleaned, everything packed away and no food left out. If you use dishcloths or dish towels, please ensure they are cleaned and returned to the Town Hall. It's probably a good idea to bring your own.
- All floors are to be thoroughly cleaned (swept and mopped)
- Tables and chairs have to be cleaned and packed away as they were found.
- All garbage has to be put in the outside bin and garbage bags replaced. Please remember to check the washroom garbage also.
- All lights have to be turned off, heat turned back, inside doors closed and all outside doors locked.
- Someone from the group should be responsible to be the last person and to walk around to check and make sure everything is done and locked.

It's not cheap to operate the Community Centre and we should feel fortunate that we have this building as the hub of our Community. The Garnish Town Council wants to make sure that the Community Centre is operating for years to come so please adhere to the regulations.