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BERGLAND HALL USE POLICY

Guidance to users of our facility:

DUTIES FOR USING THE HALL AREA AND/OR KITCHEN (if rented):

- 1) A thorough cleaning of counter and stove surfaces.
- 2) Sweep and (mop as necessary) kitchen area floor.
- 3) Remove garbage to outside storage box and replace bags in containers.
- 4) Wash all plates, pots, pans etc and place back in their storage area.
- 5) Shut off all lights.

DUTIES FOR USING THE HALL AREA AND/OR KITCHEN (no rent being paid):

- 1) A thorough cleaning of all tables.
- 2) Sweep and mop the hall and washroom area.
- 3) Stack chairs and fold and store tables.
- 4) Remove garbage from kitchen & washrooms place in outside storage box and replace bags in containers.
- 5) Wash all plates, pots, pans etc and place back in their storage area.
- 6) Shut off all lights.
- 7) Return hall keys to custodian (if keys were provided).

Township of Lake of the Woods (updated December 4th 2024).

TOWNSHIP OF LAKE OF THE WOODS
COMMUNITY HALL USE POLICY

PURPOSE: This policy is to establish policy to govern the use of our community halls.

BACKGROUND: To protect the interest of the Township as well as the people that rent the community hall facilities from time to time Council has determined that certain policies should be established to govern the facilities.

RENTAL: The community halls of Bergland and Morson are available for rental by members of the public at rates as established from time to time by Councilor it's designate. For private rentals for events such as weddings or socials, family reunions etc a deposit of 50% of the applicable rent is due and payable at the time of booking with the balance due prior to entry to the facility for the planned event.

EXEMPTIONS: The Council, reserves the right to exempt individual renters from this deposit requirement of this policy. In order to exempt anyone from a deposit a resolution of Council shall be passed.

DAMAGES: The person booking the facility shall be responsible for any damages to the building and or it contents during the event.

TIME OF ENTRY: The hall(s) shall be available for entry, when required for decorating etc for the event, no earlier than mid day of the day prior to the start of the event (i.e. if the event is on Saturday then entry could occur after noon of Friday).

STORAGE OF ALCOHOL FOR S.O.P.: The event holder may bring alcohol into the facility no sooner that the evening prior to the event and any unconsumed alcohol shall be removed by noon of the day following the event. While the alcohol is in the building it must be under lock and key.

SERVING OF ALCOHOL FOR S.O.P.: The event holder is responsible for the cost of qualified alcohol servers for events, at which alcohol will be served, within our community hall facilities.

EFFECTIVE DATE: This policy shall come into force on the day of its passing by council.

Adopted by by-law this 2nd day of October, 2007.