

Rosedale Village Committee/Club/Corporation Event Policy Introduction

The following Event Policy establishes the guidelines and responsibilities for Committee, Club, or Corporation organizers utilizing the Rosedale Clubhouse. Adherence to these policies ensures the effective use and maintenance of our facilities.

☐ **1. Acceptance of Rules**

Organizers confirm that they have read and agreed to comply with the Rules Governing the Use of the Rosedale Clubhouse and the Use of Clubhouse Amenity Rooms.

☐ **2. Equipment Management**

Organizers are responsible for managing all equipment required for their events, including the set-up and removal of non-stationary items.

☐ **3. Cleaning Responsibilities**

Organizers must follow the cleaning policy for all special events (e.g., potlucks, tournaments, etc.) based on the guidelines outlined below:

- Organizers will complete the cleaning tasks specified in Schedule A of this policy.
- It is the responsibility of each organizer to ensure that all cleaning tasks are carried out.
- A pre Inspection and post-event inspection will be conducted by the clubhouse administrative staff and the Club or Committee Liaison (organizer) to ensure compliance.
- If any issues are identified during the inspection, the organizing Committee, Club, or Corporation may incur additional costs for hiring an external cleaning service to address the deficiencies.
- After the post-inspection, any deficiencies should be addressed by the committee, club, or corporation. If not, they will be responsible for covering the costs of the deficiencies.
- Organizers must ensure that the facility is vacated and cleaned by 12:00 **am** (midnight) following the event, with exceptions for designated New Year's Eve celebrations and special permitted events. Clean-up not completed by midnight must be completed by 10:00 am the next day.
- Organizers accept responsibility for any and all damages to the facilities or grounds caused by themselves or their guests.

☐ **4. Event Supervision**

Organizers are required to remain present throughout the entire duration of their event.

☐ 5. End-of-Event Procedures

Organizers must adhere to the following procedures at the conclusion of their events:

- Ensure that all exit doors (including the north lounge, north entrance, main entrance, and garbage room) are locked if the event runs past normal business hours.
- Turn off all the lights in the room used.
- Turn off the lights in common areas, applicable if the event runs past normal business hours.
- For events extending beyond midnight, a designated cleaner, staff member or a trained committee organizer will manage disarming and arming the security system alarm upon exiting.

☐ 6. Cleaning Options and Responsibilities

Schedule A: Cleaning Service Options

Organizers can select from **three** cleaning options provided by Omega Superior Maintenance Inc.

☐ **Option 1: Small Clean (\$150.00 plus HST per room, except multipurpose room)**

North Lounge

1. Vacuum carpets.
2. Wipe down the bar area.
3. Clean tables.
4. Wipe down sofa tables and coffee tables.
5. Clean chairs.
6. Turn off lights.

Multipurpose Room (\$100.00 plus HST)

1. Vacuum carpets.
2. Wipe down tables and door handles.
3. Turn off lights.

Auditorium

1. Sweep and mop the floor.

2. Clean washrooms.

3. Turn off the lights.

Kitchen

1. Rinse all dishes before loading them into the dishwasher.

2. Operate the dishwasher as per the provided instructions.

3. Return dishware to their designated places.

4. Clean countertops and sinks.

5. Clean the inside and outside of microwaves.

6. Clean the inside and outside of refrigerators and freezers.

7. Sweep and mop the floor.

8. Dispose of garbage bags in the designated bin outside.

9. Clean the stove top and inside the oven.

10. Ensure that stove burners and oven are turned off.

11. Turn off the lights.

☐ **Option 2: Large Clean (\$226.00 plus HST per room, except Multi-Purpose room)**

This option includes all services from Option 1, plus additional tasks:

North Lounge

1. Return furniture to the original layout.

2. Remove decorations, balloons, and party favors.

3. Return chairs and tables to the auditorium if provided.

4. Turn off the fireplace (if applicable).

Multi-Purpose Room (\$160.00 plus HST)

1. Return furniture to the original layout.

2. Remove decorations, balloons, and party favors.

3. Return chairs and tables to the auditorium if provided.

Auditorium

1. Return furniture to the original layout.
2. Remove decorations, balloons, and party favors.
3. Dispose of garbage bags in the garbage room.

☐ **Option #3 – Major Event (\$350.00 plus HST)**

A major event that uses the Auditorium, Kitchen and only the top of the North Lounge where the buffet table is situated.

This option is for **The Village of Rosedale committee's only**. Paying for all 3 rooms individually makes the cost too high. Committees clean up well after their events and such should be given a break on cost.

☐ **7. Information Update Process**

This form should be submitted only if there are changes to your Committee, Club, or Corporation. Please email the completed form to assistmanager@villagesofrosedale.ca to ensure the **clubhouse** maintains accurate and current information.

• **Name of Committee/Club/Corporation:** _____

• **Chair/Organizer(s):** _____

• **Contact Information:**

o **Name:** _____

o **Address:** _____

o **Phone Number:** _____

o **Email:** _____

Description of Committee/Club/Corporation:

Does your Club fall under a larger Committee?

• If so, please specify the number of members: _____

☒ **Signature of Organizer--** _____

Date-_____

Thank you for your cooperation in following these guidelines to maintain the quality and accessibility of the Rosedale Clubhouse for all members and guests.

The organizer should check the boxes they have managed, sign, and submit the report to management the following day.

☐ **Note: If the record is found to be incorrect or false, management will determine the appropriate further actions.**