



MULTI PURPOSE ROOM RENTAL GUIDELINES

In addition to the terms and conditions provided on your Facility Rental Contract, please read and adhere to the following Arena & Dressing Room Rental Guidelines, which have been developed to ensure a satisfying experience for all parties.

PRIOR TO YOUR BOOKING DATE

All booking contracts must be paid in full before your rental can be accessed. Please refer to the Payment Policy on your contract for further details.

Set up requirements are requested 7 days in advance. Please speak to Facility Booking Coordinator in person or via email.

Please note that Lake Bonavista Community Association (LBCA) has a limited number of tables and chairs that are available on a first-come first-served basis. Last minute adjustments will only be accommodated based upon availability.

ACCESS TO YOUR ROOM

Please see an LBCA staff member for any pre-requested equipment (microphone, portable AV screen)

Following the conclusion of your booking, you are responsible to return these items to the LBCA staff.

SET UP & TAKE DOWN TIME

Your rental time includes your set up and take down time. The rented space will be ready before the start of your booking.

Please respect the user groups after you and vacate the room by the end of your contracted time.

On occasion a pre and post-rental inspection with our Operations Manager may be required.

If your booking is 6+ hours, we will extend an extra hour prior to and after your booking to accommodate your personal set up (decorations, etc.) and take down.

SOUND SYSTEM

Cordless Microphone is available upon request.

Please note you are required to bring your own cables to link your computer to the sound system. We also recommend you come in prior to your booking date to test the equipment on site. Please note that we do not provide IT support.





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WIFI & INTERNET

LBCA offers a wireless connection. However; since this is a public connection, we cannot guarantee the strength of the signal. Should you require guaranteed internet we recommend that you bring your own internet stick.

DECORATIONS

Decorations may not compromise public safety or create risk of property damage. They must not interfere with access to entrances/exits. Decorations must be free standing, including signs. Duct tape may not be used on any floor, wall or table surface. It is recommended you use masking or scotch tape. No signage or decorations including glitter or confetti are permitted. Please note that LBCA does not supply extension cords, HDMI cables, tape, power strips, or other supplies. The group is responsible for removing all decorations upon conclusion of the event.

FOOD & BEVERAGE USE

ALCOHOL IS NOT PERMITTED ANYWHERE WITHIN OUR FACILITY!

You are welcome to bring your own food/drinks into the facility. We ask you to please recycle responsibly at our various recycling stations located throughout the building.

FIRST AID & AED EQUIPMENT

If at any time you require first aid, please contact staff at 587-229-7880. There is AED equipment located on the lobby wall outside of the small arena.

GENERAL REQUESTS

We request that activities remain confined to the space you have booked. If you experience any difficulties or issues, please let our staff know and we'll do our best to accommodate your concerns. We are a multi-purpose facility, so please be respectful to other user groups and the general public that use our facility.

If you have any concerns with your rental, please discuss your concerns with either our Operations Staff or Facility Booking Coordinator.

It is the responsibility of the rental contract holder to ensure that their coaches, participants and spectators abide by the user expectations at our facility. Failure to do so may result in the charge of addition fees and/or the immediate termination of the rental contract.

I, the Licensee, have read the above guidelines and acknowledge the information and guidelines provided.





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Name: _____

Signature: _____

Date: _____ Contract #: _____

Please retain a copy of these Guidelines for your reference. A signed copy is to be returned to our Facility Booking Coordinator via email facilitybookings@lakebonavistacommunity.com or dropped off in person.

Thank you for choosing Lake Bonavista Community Association



Together we can
make our community shine!