



Rosswood Community Association

4145 Kalum Lake Rd

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RULES & REGULATIONS

For the use of the Rosswood Community Association (RCA) facilities.

1. Keys

- There is an electronic door lock on the kitchen door. For your individual 4-digit access code, please contact the RCA a few days before your event.

2. Safety Inside

- There is **no** phone on site and there is **no** cell service in Rosswood. The nearest phone for emergency calls is located in the Rosswood General Store, 650m north of the hall following Hwy 113.
- The Wi-Fi router is located in the coffee corner. Please plug in to activate. No password is required.
- A basic First Aid kit is located on top of the fridge.
- An AED is mounted in the hall to the right of the bathroom door.
- Two fire extinguishers in the hall are located next to each exit door. One fire extinguisher is in the kitchen beside the door.
- According to fire code, both exit doors in the hall **must** be unchained during the event and no blocking of the exit doors with tables, equipment, etc.
- Absolutely no propane will be used inside the kitchen and hall.

3. Safety Outside

- Use of the playground is at the risk of the renter and their guests. Supervision is recommended.
- Campfires on community grounds must be at least 100 feet away from the hall and from all other buildings and the forest that surrounds the community grounds. The fire must be within a metal or stone fire ring.
- Never leave campfires unattended.
- Fires must be fully extinguished prior to leaving the premises.
- Renter must comply with all applicable fire bylaws. Please check www.bcwildfire.ca
- This is bear (and other wildlife) country. Please follow the bear/wildlife safety rules accordingly.

4. General Rules & Regulations

- The hall capacity is a maximum of 100 people.
- Renter must be 19 years of age or older.
- Renter agrees to comply with all laws and regulations made by an authority, whether legislative, executive, or judicial, relating to the RCA facilities for any private or public functions.

- Renter is responsible for obtaining all necessary permits (for example alcohol permit) from the appropriate authorities.
- Renter is responsible for any damage to the facility during the rental period, whether caused by their neglect or not, and agrees to compensate the RCA against any liability whatsoever that may arise out of their use of the facility.
- The renter/organizer shall be responsible for the control and management of the people attending the event.
- The RCA will be notified immediately if damage to the facility and/or any articles, equipment, etc. therein occurs.
- Please notify the RCA if anything out of the First Aid Kit or if the AED has been used.
- RCA Community facilities will be in good, clean condition and repair prior to your event.
- Renter acknowledges that it is an offence to remove any articles from the facility.
- The basement is an area restricted to RCA Board Members only.
- Smoking and/or vaping is not allowed inside the hall. Permissible outside only. Please use the ashtrays provided.
- The use of confetti or natural substitutes is not allowed inside or outside the facility.
- All loud noise outside must cease after 11pm.
- The facility must be cleaned and vacated by the time specified on the rental contract.
- All personal articles must be removed, for eg: kitchen dishware, band equipment, etc. The RCA accepts no responsibility for articles remaining in the facility after you vacate the premises.
- Outhouses available as is, we suggest you bring your own toilet paper.

5. Community Hall & Grounds General Cleaning Criteria

- All hall and ground areas must be returned to the condition they were received.
- Tables and chairs (if used) must be cleaned and returned to their original location.
- All countertop surfaces will be wiped clean.
- Decorations will be removed without any mark or damage to the community centre.
- Floors will be swept.
- All liquids must be immediately mopped up when spills occur.
- Bathrooms must be cleaned of debris and splashes and all bathroom garbage removed.
- Grounds must be walked and all cans, cigarette butts and garbage will be picked up.

6. Kitchen Specific Usage Rules & Regulations

- The kitchen has a 'Health Operating Permit' issued by Northern Health.
- Access to refrigeration and freezer space, a microwave, electric range, exhaust hood, dishwashing sink, hand washing sink, and food preparation area.
- Access to minimal, basic cooking equipment.
- If specific items are required, it is recommended that you supply your own equipment. For example; large soup pots, specific bakeware, hand mixer, Instant pot, etc.
- Deep frying is permissible only with a countertop unit which must be RCA approved before use. The unit must be under the vent hood and the vent must be operating while frying.
- Due to limited kitchen space, for 'Kitchen Only' rentals, a table in the hall may be used for storing items.

The Renter Agrees to:

- Have an orientation before first use of the kitchen .
- Comply with all rules & regulations and obtain necessary permits as set out by Northern Health Authorities regarding food preparation & handling, personal hygiene and kitchen cleanliness.
- Sanitize all cooking/counter/food prep surfaces **prior to use** and after use.
- Clean all dishware according to Northern Health Authority Standards and put them all away. Do not leave any dishes in the drying rack.
- Return all cooking equipment to their original location.
- Place all soiled RCA kitchen linens into the bin provided. If providing your own linens, please be sure they've been washed according to Northern Health standards.
- Clean any and all appliances used (microwave, fridge, stove/oven spills etc.).
- Sweep and mop floors prior to departure.
- Not make use of kitchen groceries and RCA labelled equipment.
- Not use the commercial grills located in the kitchen.

7. Vacating the Facility

- Unplug Wifi.
- All garbage and recyclables must be removed from the facility.
- All perishable items in the fridge and freezer need to be removed.
- All doors must be properly latched and locked, including **chains** done up on both exit doors.
- Ensure all lights & fans are off.
- If vacating the facilities earlier than the indicated time on the contract, please immediately notify your RCA contact.
- Failure to observe rules and regulations will forfeit damage deposit and possibly incur additional charges.

8. Additional Janitorial Responsibilities for RCA Member Rentals and Free Community Event Usage

The community hall functions on a volunteer basis, your effort is appreciated to maintain these facilities. This is your hall, let's take care of it.

- Bathrooms, toilets and sinks must be thoroughly cleaned and disinfected; ensure toilets have been flushed.
- Bathroom floors must be mopped and other areas where necessary.
- Please notify an RCA board member for any cleaning, kitchen, bathroom and hall supplies that need restocking.
- The event organizer will ensure that all rules and regulations have been met.