



Muir Lake Community League & Hall Guidelines, Rules & Regulations

THEREFORE, THE PARTIES AGREE TO THE FOLLOWING:

Muir Lake Community League Hall Rental Agreement

1. Hall Use Guidelines and Reservations

- Hall rentals are accepted on a first-come, first-served basis.
- MLCL may cancel or change a rental if needed for its own activities.
- MLCL has the right to refuse or cancel a rental at any time for any reason.
- Renters must be at least 25 years old to rent the hall.
- The hall cannot be rented for bachelor/bachelorette parties or after-grad parties.
- Renters do not have exclusive access to outdoor areas, including the playground.

2. Renter Responsibilities

- Renters **must follow the entry and exit times**. If they stay beyond the allowed time, extra charges will apply.
- **If alcohol is served, the renter must obtain a valid liquor license** and provide a copy to the MLCL Rental Coordinator before the event. Failure to do so will result in rental cancellation.
- **If alcohol is served or high-risk activities** (bouncy castles, sports) are planned, the renter must obtain **Special Events Liability Insurance** with at least \$5,000,000 in coverage. MLCL and Parkland County must be listed as insured parties, and proof must be sent before the event.
- The hall has a maximum capacity of **198 people**. Renters are responsible for any fines if this limit is exceeded.
- Renters must follow all fire, safety, health, and liquor laws, as well as Parkland County noise bylaws, which limit noise above 55 decibels between 10 PM and 9 AM.
- Renters cannot sublet or transfer their rental to another person or group without written permission from MLCL.
- MLCL may cancel the rental without refund if there is inappropriate behavior, including:
 - Blocking exits, doors, or hallways.
 - Damaging hall property.
 - Creating unsafe conditions for guests, volunteers, or staff.
- Renters must remove all equipment and belongings before leaving the hall.
- Renters are responsible for the hall from the moment they enter until they leave, including setup and cleanup days.
- The hall must be left in the same condition it was found. Cleaning or repair costs will be deducted from the damage deposit.
- Renters are responsible for the actions of all guests during the rental period
- Fireworks and confetti are not allowed inside or outside the hall.
- Renters must bring their own paper supplies (napkins, plates, cups, and cutlery).
- Fire extinguishers can only be used in real emergencies. If used otherwise, replacement costs will be deducted from the damage deposit.
- Appliances, including the coffee machine, must not be moved.

3. Damage Deposit

- A **damage deposit of \$500** must be paid when booking the hall.
- If there is no damage and the hall is cleaned properly, the deposit will be refunded within 30 business days inspection.
- Any damage, repair, or cleaning fees will be deducted from the deposit.
- Cleaning fees are \$150 per hour if extra cleaning is required.
- If damage or cleaning costs exceed the deposit, the renter must pay the extra amount.

4. Termination of Agreement

- MLCL may cancel the rental if liquor laws, hall policies, or Alberta Liquor Control Board regulations are not followed.
- The renter is responsible for any accidents, injuries, or property damage that happen during the rental period.
- MLCL is not responsible for lost, stolen, or damaged personal property.
- If the renter cancels the booking, a \$25 administrative fee per rental day will be charged. If cancellation occurs

within 30 days of the event, MLCL may keep the entire damage deposit.

Rental times are as follows:

- **Weekend rental:** Access begins at 5 PM on Friday, and the hall must be vacated by 5 PM on Sunday.
- **Daily rental:** Access begins at 3 PM, and the hall must be vacated by midnight. On Sundays, the hall must be vacated by 5 PM.
- Hourly rentals will be arranged with the Rental Coordinator and must follow all hall rental policies.

5. Overage Fees

- If renters do not vacate the hall on time, a \$125 fee will be deducted from the deposit.
- RVs and tents must be removed by 5 PM on Sunday unless another rental day is booked.
- Renters must obtain a fire permit from Parkland County for fire pit use and provide a copy to the Rental Coordinator.
- Only the provided fire pit may be used. Personal fire pits are not allowed.
- Emergency access must always be kept clear.

6. Cleaning Rules and Responsibilities

- If the hall is not cleaned properly, cleaning fees will be deducted from the deposit.
- Decorations must be removed. **No duct tape, nails, or staples should be used on walls. Painter's tape is allowed.**
- Confetti and rice are not allowed inside or outside the hall.
- All bottles and cans must be removed.
- Smoking and vaping are not allowed inside the hall. Renters are responsible for any fines or cleaning costs if this rule is broken. Smoking is allowed outside in designated areas with proper disposal of cigarette butts.
- Tables and chairs must be cleaned and stacked neatly in the storage room. Floors must be swept and mopped using the cleaner provided by MLCL. Bleach should not be used.
- Carpeted areas must be vacuumed, and any stains must be cleaned.
- Bathrooms must be cleaned, and garbage must be emptied.
- Kitchen surfaces, appliances, coffee makers, coolers, and refrigerators must be cleaned.
- The dishwasher must be drained properly after use. If the drain plug is lost, the renter must replace it at cost.
- No food or beverages should be left in the refrigerator or cooler.
- All garbage must be taken out to the MLCL garbage bin in the parking lot. The key to the garbage bin is in the kitchen, charges may apply if key goes missing during your rental. Recyclables must be removed unless otherwise noted.
- All doors must be locked, and all lights must be turned off before leaving the hall.
- The outside area must be cleaned and free of debris.
- Any damage must be reported immediately to the Rental Coordinator.
- The barbecue shack must be booked in advance and cleaned after use. A cleaning fee will be deducted from the deposit if the barbecue is left uncleaned.

MLCL will inspect the hall after the rental. If three or more issues are found, a deduction from the deposit will apply.

Failure to follow these rules may result in losing part or all of the damage deposit.