

RULES AND REGULATIONS GOVERNING THE USE OF THE OSHAWA SENIOR COMMUNITY CENTRES FACILITY

Permit is for use of space and furnishing only and does not give group any special services from Oshawa Senior Community Centres.

1. Priority for the use of the Oshawa Senior Community Centres (OSCC55+) will be given to programs and services of the Centres. Outside clubs and organizations will be permitted to use the OSCC55+ facility subject to approval of a written request, availability of space during normal operating hours of the facility and policies of the Board of Directors.
2. Space for sale of raffle tickets, for the purpose of raising funds for community charities are subject to approval of a request made in writing; the availability of space at a time which does not interfere with any fundraising of the Oshawa Senior Community Centres; and policies of the Board of Directors, Oshawa Senior Community Centres.
3. The OSCC55+ reserves the right to cancel any permit temporarily or permanently.
4. The OSCC55+ facility is to be used only in accordance with the date(s), time(s) and purpose(s) specified on the permit. Alterations to a permit require prior arrangements with the OSCC55+.
5. The permit is not transferable.
6. The OSCC55+ will not be responsible for personal injury or for loss/theft of clothing or equipment of the applicant organization, or anyone attending on the invitation of the permit holder.
7. The permit holder must pay all damage to OSCC55+ facilities and/or furnishings arising from the use of such facilities and/or furnishings granted by this permit.
8. Maximum attendance to any meeting or activity shall be governed by fire regulations and Department of Health regulations and all exits must be kept free of obstruction at all times.
9. The permit holder shall be responsible for the conduct and supervision of all persons admitted to the permitted OSCC55+ area(s), and shall see that all regulations contained in this permit are strictly observed.

10. The permit holder shall be responsible for seeing that all persons admitted to the function being held have vacated the permitted facilities and that all privately-owned property and personal effects have been removed promptly at the time specified on this permit.

11. All room set ups the responsibility of the permit holder and furniture is to be returned to where it belongs. Failing to do so will result with a charge. Additional expenses may be incurred for additional hours for security/reception staff, set-up and take-down requirements and/or additional cleaning.

12. Use of the OSCC55+ parking lot is restricted to senior citizens who are using the OSCC55+ facility.

13. The number of people in attendance at your function must be reported to reception staff.

14. One half of the rental fees are payable in advance. A refundable deposit is required for the use of dishes and cutlery. Fees are due on the date for which the permit is issued. Cancellations in writing must be received at least 48 hours prior to booked date, otherwise permit holder is responsible for full rental payment.

15. In accordance with Department of Health regulations, animals are not ordinarily permitted in the premises of the Centre. However, seeing-eye dogs and dogs that assist the hearing-impaired are permitted in the premises of the Centre, including areas where food is stored, prepared and served.

16. This application for permit to use the OSCC55+ facility must be signed by a person authorized by the organization to do so.