

## **Schedule B – VCA General Rules and Regulations**

These General Rules and Regulations form part of the Varsity Community Association Rental Agreement (the “Agreement”).

1. Set-up is to be included in the rental time, unless otherwise arranged with VCA. VCA staff will take down for One Time Event Rentals and a fee \$75 will be charged. If it is determined close to the date of the Agreement Period that extra time is required to complete everything, arrangements must be made with the Association and an additional fee may be deducted from the Damage Deposit. If extra time is required on the day of the Agreement the additional fee will be applied. It is the Renter’s responsibility to ensure that all attendees and helpers are given enough notice to remove decorations, pack up equipment/supplies/garbage and vacate the building on the day(s) and end time of the Rental Agreement Period.
2. The Renter agrees to observe all fire code regulations, federal and provincial laws, and city bylaws.
3. The Renter agrees to maintain the number of Guests defined on the Facility Rental Agreement.
4. No smoking is permitted in or on the building premises. The City of Calgary smoking bylaw must be always adhered to.
5. No open flame candles are permitted as per Calgary Fire Department Regulations.
6. The Renter agrees to monitor the volume of music played during the Rental Agreement Period and to ensure that this is reasonable and that the neighbourhood residents are not disturbed.
7. The Renter retains accountability and responsibility for the behaviour and conduct of all persons using the facility as part of their rental activity. The noise must be reduced prior to 11:00pm; this includes but is not limited to yelling, shouting and loud music and horns. The City of Calgary noise bylaw must be always adhered to. Residential complaints due to noise, or any public disturbance caused by the behaviour of the Renter, or his/her Guests will result in a loss of Damage Deposit.
8. The Renter agrees to remove all garbage and place in the agreed upon location as determined by the Association. If using a garbage bin, garbage must be placed directly into the bin and not on the ground. Failure to do so will result in a loss of Damage Deposit fee.
9. If using the kitchen, the renter agrees to remove all garbage, leftover food, sweep and mop the floor if required and sanitize all work surfaces. The use of the dishwasher and oven is not permitted unless otherwise agreed to by the association.
10. Use of confetti, rice, glitter or like substances will not be permitted inside or outside the facility.
11. The Renter shall leave the facility neat and tidy after the agreement period(s).
12. The Renter shall occupy only the room(s) listed on the Facility Rental Agreement. In addition, as there may be other groups using the facility, the Renter must be respectful of other users of the building. Common hallways are not to be used as extensions of the space identified in the rental agreement without permission of the Association.
13. The Association reserves the right to determine, at their own discretion, if the rental activity appears to be a large event requiring additional security and supervision. In such a case the Renter will be required to hire an outside private security company.
14. If a private security company is requested by the Association, then failure by the Renter to make such arrangements will result in the Association cancelling the event at any time.
15. The Association reserves the right to terminate the Facility Rental Agreement at any time, before or during the Agreement Period, if the Renter is not complying with the Terms and Conditions herein.
16. The Association reserves the right to enter the facility during the Agreement Period to ensure that these Terms and Conditions are adhered to.
17. Board or staff of the Association and the Calgary Police Serve, Alberta Gaming, Liquor and Cannabis or other authorities wishing to inspect the rental activities have full and unconditional access to the rental

activity, event or Facility as deemed appropriate by them.

18. Calgary Police Service and Calgary Fire Department personnel have the authority to enter the Facility premises and conduct occupant load counts during the Agreement Period to ensure the premises is not overcrowded, there are no blocked exits and there are no activities which may be hazardous to the occupants of the premises or the Facility itself.
19. Board or staff of the Association and the Calgary Police Service have the authority to cancel any rental activity in the Facility and have the authority to remove, or have removed, any persons from the Facility if it is felt that the Facility is not being used for the purpose for which this agreement is intended, or, that the Renter is not complying with the Liquor Control Act.
20. If applicable the Renter shall be responsible for the key(s) signed out as well as for the security of the Facility associated with the use of such keys(s).
21. No copies of assigned key(s) shall be made.
22. Keys must be returned immediately following the Agreement Period by arrangements made between the Association representative and Renter.
23. If keys are lost or stolen while in the Renter's possession, the full total of costs associated with re-keying the Facility locks will be the responsibility of the Renter for which damage deposit funds will also be deducted. Keys will be considered lost if not returned within 48 hours.