



BYLAW NO. 391/18 STRASBOURG MEMORIAL HALL BYLAW

A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR, REGULATE, AND CONTROL THE STRASBOURG MEMORIAL HALL

The Council of the Town of Strasbourg in the Province of Saskatchewan enacts as follows:

1. DEFINITIONS

1.1. In this Bylaw:

- a. **Administrator** - The person appointed as Administrator pursuant to Section 111 of *The Municipalities Act*.
- b. **Controlled Duplication Keys** - Key sets that can only be recreated by authorized users of a specific key system.
- c. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- d. **Hall** - The facility known as the Strasbourg Memorial Hall situated on Lots 11-15, Block 3, Plan E5079 or 113 Pearson Street.
- e. **Hall Board** - An external committee of Council comprising of community members as per the Town's Establishment of a Hall Board Bylaw.
- f. **Hall Committee** - An internal Council committee comprising of three Council members who were voted by resolution to oversee and budget for the Hall as per the Town's Council Procedures Bylaw.
- g. **Lower Hall** - The portion of the Hall that includes the kitchen, the dance floor, and the bar.
- h. **Town** - The Town of Strasbourg, its employee or employees whose employment requires them to undertake certain works under this Bylaw.
- i. **Upper Hall** - The portion of the Hall that includes the auditorium, stage, elevator entrance, lobby, and sound booth.

2. FACILITY PERSONNEL

- 2.1 The Town shall contract, on an annual basis, two personnel for the Hall; one dedicated as the facilities attendant, and one dedicated to the janitorial of the facility.
- 2.2 An agreement shall be executed between the Town and the contracted Facilities Attendant, as per Schedule "A" of this Bylaw.
- 2.3 The Facilities Attendant contract position shall be hired annually with a flat monthly amount set by the Town, and paid by the Town as such.
- 2.4 An agreement shall be executed between the Town and the contracted Janitorial Caretaker, as per Schedule "B" of this Bylaw.
- 2.5 The Janitorial Caretaker contract position shall be paid on an hourly basis, with a wage set by the Town.
- 2.6 The Janitorial Caretaker or Facilities Attendant shall be responsible for informing the Town Office of any deficiencies to warrant the damage deposit being withheld.

3. FACILITY RENTERS

- 3.1 Renters of either of the Upper Hall or Lower Hall must enter into a rental agreement, as per Schedule "C" of this Bylaw.
- 3.2 Permanent renters of the Hall, including the Senior Citizen's Club, Strasbourg Lions Club, Last Mountain Theatre Company, and the Parkland Regional Library – Strasbourg Branch, will be required to sign a lease agreement with the Town.
- 3.3 As per Schedule "D" of this Bylaw, all renters must pay the full rate of the rental and the damage deposit as well as sign the rental agreement prior to picking up a key. The key is to be returned to the Town Office the next available working day.
- 3.4 Renters are required to submit a damage deposit for all rentals. This will be held in trust by either cash, cheque or credit card number at the Town Office. Said deposit will be refunded in whole or in part, conditional that there is no damage and/or messy conditions in the Hall.
- 3.5 Frequent renters may opt to allow the Town to hold their damage deposit in a general ledger holding account. If any damage and/or messy conditions are found in the Hall after an event held by a frequent renter, the damage deposit, in whole or in part, will be moved into general Hall revenue. A letter will be sent to the frequent renter requiring payment of a new damage deposit prior to the Hall being rented again.
- 3.6 Renters must adhere to the maximum capacity of the Hall, as instructed by the Office of the Fire Commissioner.
- 3.7 As per the Town's Bylaw prohibiting smoking in public places, renters are not allowed to smoke in any portion of the Hall.
- 3.8 All renters will be responsible for policing the inside and outside of Hall during the period of use.
- 3.9 Rental of Lower Hall includes tables, chairs, use of kitchen and all supplies, all appliances, steam tables, use of bar, use of microphone, podium, and sound system. Rental of Upper Hall includes use of stage, auditorium, Legion Room, microphone, and podium. All rentals include use of the elevator.
- 3.10 Renters may choose to pay extra for table and chair set-up by the Janitorial Caretaker. If table and chair set-up is requested, the renter is required to supply a set-up diagram. If a set-up diagram is not supplied prior to the event, the Janitorial Caretaker will set out the tables and chairs and it will be the renter's responsibility to arrange tables. Renters must clean the tables after the event.
- 3.11 Renters who opt to not purchase table and chair set-up, must clean the tables after each event, and put the tables and chairs away. Failure to do so will result in the damage deposit being withheld.
- 3.12 All renters must take steps to avoid unnecessary disfiguring of the walls, ceiling, and floors. No tape, staples, or tacks are allowed on the walls or ceiling. All decorations must be removed immediately after the event.

- 3.13 Renters are responsible for a rough cleaning of the Hall at the end of the event as per the checklist on Schedule "C" of this Bylaw, including the gathering of paper cups, napkins, bottles, cleaning the tables, and tidying up the bathrooms.
- 3.14 If the kitchen is rented, renters are responsible for the cleaning of all dishes, cutlery, coffee urns, stoves, ovens, dishwasher, microwave, counter surfaces, freezers, and coolers. All kitchen supplies must be cleaned and returned to their original place. All unused kitchen and food supplies must be removed immediately after the event.
- 3.15 If the bar is used, renters are responsible for the cleaning of all liquor jiggers, counter surfaces, cooler, and sink. All unused liquor supplies must be removed immediately after the event.
- 3.16 Renters must immediately remove any recycling bottles/cans at the end of a function, otherwise they become property of the Hall.
- 3.17 If the Hall is rented prior to a function for decorating, cooking, etc., it is the renter's responsibility to remove garbage and clean any mess that was made during that time. An extra surcharge applies as per Schedule "D" of this Bylaw for an extra daily rental.
- 3.18 If the Upper Hall is rented and the renter is requiring the use of the Last Mountain Theatre Company (LMTC)'s sound and light board, arrangements must be made with an individual of the LMTC to operate the sound and light board, as well as pay the organization for the light rental.
- 3.19 No confetti or sprinkles are allowed in the Hall.
- 3.20 The use of floor wax is not permitted on the Lower Hall floor.
- 3.21 All renters are required to supply their own pop for their function.
- 3.22 If the function is an exercise class, black-soled shoes are not permitted to be worn in the Lower Hall.
- 3.23 All renters are responsible for turning out all lights and locking all doors at the end of the function.
- 3.24 Check-out time for the Hall is 11:00 a.m. the day following the event, unless otherwise requested by the renter and approved by the Administrator.

4. ADMINISTRATION

- 4.1 The Town reserves the right to withhold a renter's damage deposit for the following reasons: damage to any Town property, stolen property, or failure to adhere to any of the conditions outlined in the Rental Agreement.
- 4.2 The Town reserves the right to withhold the use of the Hall even though the Hall may not be in use.
- 4.3 The Town is not responsible for the disruption of any function caused by the interruption of power, natural gas, or sewer and water service.

- 4.4 The Town is not required or responsible for the supply of tables and chairs over and above those available at the Hall at a given time. Any additional furnishings required are the responsibility of the renter.
- 4.5 The Administrator shall not have the authority to waive or refund any Hall rental fees due to:
 - a. Utility disruptions or other extraneous dissatisfaction at the Hall;
 - b. The event being a local fundraiser;
 - c. The event being held as a public service, such as a flu clinic.

Rental fees can only be waived by sending a written letter to Council whereby a resolution will be made.

- 4.6 The Administrator shall have the authority to waive rental fees if the event is Town-sponsored.
- 4.7 By resolution, Council may set special rates that deviate from the prescribed list in Schedule "D" of this Bylaw.
- 4.8 No Hall-owned items, including tables, chairs, podiums, microphones, kitchen supplies and dishes, tools, etc. shall be borrowed or rented out from the Hall.
- 4.9 All caterers using the Hall are required to have a Town business license, as well as a provincial license.
- 4.10 The Town, at its discretion, shall have the ability to set, by resolution, a Hall Committee, comprising of three members of Council, which can assist with long-term planning, budgeting, and projects within the Hall.
- 4.11 The Town, at its discretion, shall have the ability to set, by bylaw, a Hall Board, comprising of volunteer members within the community, and who would be responsible for fundraising and various volunteer projects within the Hall.

5. KEYS

- 5.1 All keys for the external doors of the Hall, excluding the Strasbourg Library, the Senior's Citizen's Centre, and the Lions' Den shall be Controlled Duplication Keys and the Administrator and Town Office staff shall be the only ones with signing authority to cut subsequent keys.
- 5.2 Employees of the Town are the only authorized permanent key holders:
 - a. Town Administrator;
 - b. Town Foreman;
 - c. Facilities Attendant;
 - d. Janitorial Caretaker;
 - e. Strasbourg Fire Department to be stored in Fire Truck for emergency use.
- 5.3 All permanent key holders must sign a key contract as per Schedule "E" of this Bylaw.
- 5.4 All permanent key holders are expressly prohibited from sharing, loaning, or attempting to duplicate their assigned keys to anyone else, as well as allowing others to access the facility without the Town's permission.

- 5.5 All permanent key holders will be responsible for the replacement cost of the key and/or locks if a key is lost during their employment.
- 5.6 For permanent key holders, keys must be returned on the last day of their employment. Should any keys not be returned, the cost of the replacement of the key and/or locks will be deducted from any final payroll payment owed by the Town.
- 5.7 Keys leant out for Hall rentals must be returned the next available working day. Failure to return the key could result in the damage deposit being withheld and the inability to rent the Hall in the future.
- 5.8 Spare keys for the Strasbourg Library, Senior's Citizen's Centre, and Lions' Den are to be kept in the Town Office and leant out on an as needed basis.

6. FACILITY REPAIR POLICIES

- 6.1 All facility repairs will be contracted out to professional plumbers, electricians, carpenters, painters, and any other professional repair companies.
- 6.2 All replacement lighting fixtures will be LED lighting.
- 6.3 All replacement windows will be energy efficient.
- 6.4 All replacement furnaces, water heaters, water softeners, and boilers will be energy efficient.

7. EFFECTIVE DATE OF BYLAW

- 7.1 This Bylaw shall come into force and take effect on the final date of passing by Council.

[SEAL]

Mayor

Administrator

Certified to be a true copy of Bylaw No. 391/18 adopted by the Council of the Town of Strasbourg, on the ___ day of _____, 2018.

[SEAL]

Administrator

Town of Strasbourg



SCHEDULE "A" to Bylaw 391/18 Facilities Attendant Agreement

This Agreement, dated this ____ day of _____, 20__ by and between:

[Name]

[Address]

(hereinafter called the "Contractor")

- and -

Town of Strasbourg

Box 369

Strasbourg, SK S0G 4V0

(hereinafter called the "Town")

WHEREAS, the Contractor and the Town undertake and agree that:

1. The Contractor will provide Facilities Attendant services for the Strasbourg Memorial Hall and Strasbourg & District Museum as mutually agreed upon, but not limited to, those listed in Appendix "A" to this Agreement.
2. The Town agrees to pay the Contractor **[\$[Flat Amount]]** annually for those services provided. Payment shall be in twelve (12) equal payments. Any cleaning work, if requested by the Town, will be paid out at **[\$____/hour]**.
3. The Town will pay the cost of all the materials and supplies required for the upkeep of the property. Any tools needed will be the responsibility of the Contractor.
4. The Town will clear snow and sweep the parking lots as required, as well as mow the grass on the north side of the Hall.
5. The Town will provide Worker's Compensation Insurance for the Contractor.
6. It is understood and agreed that this contract shall be from January 1, 20__ to December 31, 20__ but may be terminated by either party hereto giving thirty (30) days' notice.

THEREFORE, in witness thereof, the parties hereto have executed this agreement on the date which is indicated first herein.

CONTRACTOR

Contractor

Witness

TOWN OF STRASBOURG

Administrator

Witness

APPENDIX "A"

The following list summarizes, but does not limit, the Facilities Attendant duties:

1. Act as a contact person for the Strasbourg Memorial Hall renters, service personnel, and tradespeople for all deficiencies and repairs, accessibility to the Hall, and emergency calls.
2. If requested by the Town, check the Strasbourg & District Museum during the winter months at a minimum of twice weekly and report to the Town any deficiencies and needed repairs.
3. Check the Hall daily (specifically, for proper operation of the furnaces, boiler, and water softener) and prepare facility for renter. Open doors (including elevator door) if requested.
4. Ensure furnaces are turned up to proper temperature. Boiler thermostat is not to be touched – only turn on/off with the change of seasons. After event, turn furnaces down, check that taps and toilets are not running, and ensure that facility doors are locked and lights shut off.
5. Check in periodically during events to see if there are issues, if possible. Otherwise, be available, by phone, to renters if problems arise during their event.
6. Notify the Town Office of equipment or deficiencies that need to be replaced or repaired. All major expenditures must have prior approval by Town Council.
7. If certain supplies need to be ordered, Strasbourg Building and Home Supply, Strasbourg Hardware and Variety, and Bulyea Co-op have accounts with the Town. Get approval from the Town prior to ordering supplies.
8. Report any damage and/or maintenance issues to Town Office immediately after event.
9. Check with Town Office monthly for events and programs (Town will notify of any additions or cancellations).
10. Test smoke detectors, ensure fire exit lights are operational, fire alarm system is operational, and that fire extinguishers are not expired.
11. Deliver and put salt in water softener.
12. Keep inventory of the chairs, tables, and other pieces of furniture within the Hall.
13. Replace stained ceiling tiles in the Lower Hall.
14. Any work performed by the Facilities Attendant that is beyond the terms of this agreement **MUST** be approved by the Town Council before being performed. Remuneration for these tasks will be \$____ per hour. Additional work assignments are to be invoiced separately from the contract.
15. Regularly inspect the interior and exterior of the Hall for fire and safety hazards and report to Town Office for remedial action.
16. Inspect the closets, furnace rooms, and cubbie holes upon a semi-annual basis. Keep them clean and free of debris.

17. Remove snow and ice from all entrances to the building (including Lions' Den, Library, Senior's Room, elevator, etc.), the sidewalks on the north side of the building, and the staircase from the north side of the building. The removal of snow and ice will be done as soon as possible. Use ice melt when needed. The Town Public Works will remove the snow from the parking lots (east and west).
18. Ensure all exits are kept clear and check elevator for proper operation.
19. Liaise with the Janitorial Caretaker for any issues that may arise.
20. Such other duties as directed by the Town.

Additional Notes:

- This is not an exhaustive list, and certain issues will arise from time-to-time that need to be dealt with. Regular contact with the Town Office is imperative for smooth operation of the Hall.
- Facilities Attendant must notify the Town Office if they are to be away for any length of time. They need to have someone in place, at the approval of the Town, to fill in for them during their absence.
- All areas of the Hall must be looked after. This includes the Upper Hall, lobby, stage and backstage, staircases, Lower Hall, main entrance, elevator entrance, kitchen, all bathrooms (including handicapped), Legion Room, Senior's Centre, Lions' Den, and Library (when requested).
- It is highly recommended that the individual hired as the Facilities Attendant sit on the Hall Board and provide insight into the budget and repairs for the subsequent year.
- Town Council may request reports from the Facilities Attendant regarding budget requests and necessary jobs.

Town of Strasbourg



SCHEDULE "B" to Bylaw 391/18 Janitorial Caretaker Agreement

This Agreement, dated this ____ day of _____, 20__ by and between:

[Name]

[Address]

(hereinafter called the "Contractor")

- and -

Town of Strasbourg

Box 369

Strasbourg, SK S0G 4V0

(hereinafter called the "Town")

WHEREAS, the Contractor and the Town undertake and agree that:

1. The Contractor will provide janitorial services for the Strasbourg Memorial Hall as mutually agreed upon, but not limited to, those listed in Appendix "A" to this Agreement.
2. The Town agrees to pay \$_____/hour for those services provided. Payments shall be bi-weekly.
3. The Town will pay the cost of all the supplies required for the janitorial upkeep of the property.
4. The Town will provide Worker's Compensation Insurance for the Contractor.
5. It is understood and agreed that this contract shall be continuous but may be terminated by either party hereto giving thirty (30) days' notice.

THEREFORE, in witness thereof, the parties hereto have executed this agreement on the date which is indicated first herein.

CONTRACTOR

Contractor

Witness

TOWN OF STRASBOURG

Administrator

Witness

APPENDIX "A"

The following list summarizes, but does not limit, the janitorial duties:

1. Check with Town Office monthly for events and programs (Town will notify of any additions or cancellations).
2. Set up, arrange, and take down all tables and chairs in Lower Hall if paid for by the renter. If no set-up plan is given by renter, set out table and chairs, and renter will arrange.
3. Sweep, vacuum, and mop all floors, stairways, carpets, rugs, and baseboards. Remove all scuff marks.
4. Empty all waste and clean receptacles within 24 hours of an event. Take out any recycling that may be left. Recycling money can be kept by the Contractors.
5. Order general cleaning and toiletry supplies from Wood Wyant. Pick up anything extra from Strasbourg Hardware and Variety, Strasbourg Co-op, or Strasbourg Family Foods on Town's purchasing account.
6. Check on kitchen supplies and replenish dish soap, J-cloths, dishwasher soap, and hand soap.
7. Clean stoves, ovens, dishwasher, fridges, coolers, and do any undone dishes.
8. Wash tea towels, if used, and return immediately prior to next event.
9. Wash and sanitize all bathroom sinks, toilets, toilet tanks, urinals, and mirrors. Dust all bathroom dispensers.
10. Replenish all toiletry supplies, including soap, toilet paper, and paper towel dispensers.
11. If event is more than one day, check on supplies and do a general clean between each event day.
12. Clean any garbage, glass, or cigarette butts located on the exterior of the building.
13. Report any damage and/or maintenance issues to Town Office immediately after event.
14. Wash all walls in Upper and Lower Hall including the stairways, as required.
15. As needed, steam clean all carpeted areas.
16. Clean up any water seepage from the exterior of the building or from kitchen coolers and notify Town Office.
17. Keep an inventory of the large items within the kitchen, such as steam tables and coffee urns. Report any discrepancies to the Administrator.
18. Strip and wax the theatre stage floor, minimum twice yearly.
19. Clean all light fixtures and diffusers, as required.
20. Clean all windows inside and out, as required.

21. Set up microphones in Lower and Upper Hall if requested at time of set-up. Have knowledge of technical equipment within the Hall.
22. Liaise with Hall Manager for any issues that may arise.
23. Repair broken chairs, tables, or other pieces of furniture within the Hall
24. Replace fixtures such as toilet paper dispensers, paper towel dispensers, soap dispensers, etc.
25. Such other duties as directed by the Town.

Additional Notes:

- This is not an exhaustive list, and certain janitorial issues will arise from time-to-time that need to be dealt with. Regular contact with the Town Office is imperative for smooth operation of the Hall.
- The Janitorial Caretaker must notify the Town Office if they are to be away for any length of time. They need to have someone in place, at the approval of the Town, to fill in for them during their absence.
- All areas of the Hall must be cleaned, **excluding** the Lions' Den and Library. This includes the Upper Hall, lobby, stage floor and backstage, staircases, Lower Hall, main entrance, elevator entrance, inside the elevator, kitchen, all bathrooms (including handicapped), and Legion Room.



SCHEDULE "C" to Bylaw 391/18 Hall Rental Agreement

1. Rent and damage deposit is to be paid prior to picking up the key at the Town Office. The key is to be returned the next available working day.
2. A damage deposit of **\$400.00** is required with the Town Office for all functions. This can be paid by cash, cheque, or we hold a credit card number. Said deposit will be refunded conditional that there is no damage and/or messy conditions in the Hall. Once the caretaker inspects, cash or cheque will be returned.
3. Hall capacity, as recommended by the Fire Commissioner, is posted and shall be adhered to. Fire exits are to be kept clear at all times.
4. No smoking allowed in any portion of the facility.
5. Renters will be responsible for policing the inside and outside of Hall during the period of use.
6. Rental of Lower Hall includes tables, chairs, use of kitchen and all supplies, steam tables, use of bar, use of microphone, podium, and sound system. Rental of Upper Hall includes use of stage, auditorium, Legion Room, microphone, and podium.
7. Renters may choose to pay extra for table and chair set-up by the Janitorial Caretaker. If table and chair set-up is requested, the renter is required to supply a set-up diagram. If set-up diagram is not supplied prior to the event, the Janitorial Caretaker will set out the tables and chairs and it will be the renter's responsibility to arrange tables. Renters must clean the tables after the event.
8. Renters who opt not to purchase table and chair set-up, must clean the tables after each event, and put the tables and chairs away. Failure to do so will result in the damage deposit being withheld.
9. Renters must take steps to avoid unnecessary disfiguring of the walls, ceiling, and floors. No tape, staples, or tacks are allowed on the walls or ceiling. All decorations must be removed immediately after the event.
10. Renters are responsible for a rough cleaning of the Hall at the end of the event, including gathering of paper cups, napkins, bottles, etc. and tidying up the bathrooms.
11. If the kitchen is rented, renters are responsible for the cleaning of all dishes, cutlery, coffee urns, stoves, ovens, dishwasher, microwave, counter surfaces, freezers, and coolers. All kitchen supplies must be cleaned and returned to their original place. All unused kitchen and food supplies must be removed immediately after the event.
12. If the bar is used, renters are responsible for the cleaning of all liquor jiggers, counter surfaces, cooler, and sink. All unused liquor supplies must be removed immediately after the event.
13. If serving alcohol, six liquor jiggers are available at the Town Office if requested. They must be returned to the Office, washed, when the key is dropped off.

14. All caterers must have a Town business license and provincial catering license.
15. Please remove all recycling bottles and cans from the premises **that day/night**. Otherwise, the recycling becomes the property of the Hall.
16. If the Upper Hall is rented and you are requiring the use of the Last Mountain Theatre Company's (LMTC) sound and light board, arrangements must be made with an individual on the LMTC technically inclined to operate the sound and light board.
17. No confetti or sprinkles are allowed in the Hall.
18. The use of floor wax is not permitted on the Lower Hall floor.
19. Renters are required to supply their own pop for their function.
20. If renting the Hall prior to event (for decorating, etc.), it is your responsibility to remove any garbage and clean any mess that you may have made during the day. You must pay \$100.00 per day for every day prior that the Hall is rented.
21. Before leaving the Hall, please ensure all bathrooms are checked for running water, lights are turned off, and doors locked. The door to the Lower Hall can be locked and unlocked with the allen key.
22. The elevator is available for use and is located on the north east corner of the Hall. To unlock the elevator doors, follow the instructions on the panic bars and unlock with the hanging allen key. Remember to lock the panic bars after the event.
23. Please have all your belongings **removed** from the Hall by **11:00 a.m.** the following day.

Your signature below indicates that you have been made aware of the above rules and regulations, and you have been given a copy thereof, and that, in addition, you have received a key to the Hall.

DATE

SIGNATURE OF RENTER

ORGANIZATION (if applicable)

NAME OF CATERER (if applicable)

SIGNATURE OF TOWN OFFICE STAFF

For Office Use

Damage Deposit Received

Rent Money Received

Photocopy Agreement for Renter

RENTER'S CLEANING CHECKLIST

To be completed by the renter at the end of an event.

LOWER HALL	UPPER HALL	OUTSIDE
<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> Tables and surfaces cleaned <input type="checkbox"/> Outside equipment removed <input type="checkbox"/> Décor & supplies removed <input type="checkbox"/> Tables & chairs put away <i>(if set-up fee isn't purchased)</i> <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <input type="checkbox"/> Doors locked	<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> Décor & supplies removed <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <input type="checkbox"/> Doors locked	<input type="checkbox"/> Parking lot is free from glass, garbage, cigarette butts, etc. <input type="checkbox"/> Free from damage
BAR AREA	WASHROOMS	KITCHEN
<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> Cooler and freezer are emptied <input type="checkbox"/> Cooler, freezer, and sink are cleaned <input type="checkbox"/> Empty bottles/cans are removed <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage	<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> All toilets flushed <input type="checkbox"/> Check for toilets or sinks running <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <p style="text-align: center;">Bathrooms - Main Entrance, Lower Hall, and Handicapped (Lower Hall)</p>	<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> Food items removed <input type="checkbox"/> All dishes, cutlery and coffee urns cleaned and put away <input type="checkbox"/> Stoves, ovens & microwave are cleaned <input type="checkbox"/> Sinks, dishwasher, and steam tables are cleaned <input type="checkbox"/> Coolers and freezer are cleaned <input type="checkbox"/> Kitchen items returned to original places <input type="checkbox"/> Kitchen cleaned & returned to original state <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <p>*Dish towels will be laundered by the janitorial caretaker</p>
COMMENTS		

Dishwasher Instructions

1. **THOROUGHLY SCRAPE AND RINSE** the dishes and cutlery to remove particles of food and debris.
2. Use red and grey trays from bottom cupboard to put dishes on. Small tubs are for cutlery.
3. Insert plug (*long grey tube*) in bottom and two side trays in place.
4. Close the door and flip power switch **ON** about half an hour prior to use.
5. Stack dishes on trays and rinse first with spray wand.
6. Presoak cutlery first and then stack in tubs with handles down.
7. Push tray into dishwasher. Close lid and push button. Dish soap and rinse agent are automatic. **DO NOT ADD OTHER SOAP!**
8. Cycle takes about two minutes. Please lightly dry all dishes and cutlery.
9. Rinse out dishwasher when done and clean all drains.
10. Be sure to **shut machine off**.

Who to Contact

If there are issues during your rental, the following list of people can be contacted:

1. **(Hall Manager) *Call First**
(306) 725-xxxx
2. **(Janitorial Caretaker)**
(306) 725-xxxx
3. **Town of Strasbourg Office**
(306) 725-3707
(OPEN M-F 8:30 a.m. - 4:00 p.m.)

Light Switches, Breaker Boxes, etc.

BREAKER BOXES - There are two breaker boxes located in the Lower Hall – one in the backroom of the kitchen, and the other is in the handicapped washroom on the east side behind the bar. There is a breaker box located in the Upper Hall in the lobby storage room.

LIGHT SWITCHES LOWER HALL – Most switches are easy to find, however there are a few tricky ones. The Lower Hall has several – the majority are in the kitchen on the south wall by the coolers. There is a switch as you are coming down the stairs to the Lower Hall. There are also two switches way up high on a pillar between the coat room and the kitchen. There are also light switches over by the bar, in the bathrooms, and in the alcove.

LIGHT SWITCHES UPPER HALL – The lobby switches are in the storage room on the south side. The lights for the auditorium are in the sound booth on the west wall. The rest of the lights for the stage are backstage on the south wall.

PHONE – Available in janitor's room behind the bar on the east side.

Do You Need “Technical” Help?

Does your event require someone to run the Upper Hall lights and sound system, or the Lower Hall sound system and TV? Please contact one of the following individuals for assistance:

1. Jon Josephson – (306) 526-2968
2. Justin Uhl – (306) 725-7669
3. Jim Erickson – (306) 725-8021
4. Pete Frostad – (306) 552-7944



SCHEDULE "D" to Bylaw 391/18 Hall Rental Rates

Damage Deposit (all rentals)	\$400.00
Hall Rentals	
Upper Hall	\$250.00/day
Lower Hall (Including Kitchen)	\$300.00/day
Lower Hall (With Alcohol)	\$400.00/day
Lower Hall Extra Day(s) Prior to Event (decorating, cooking, etc.)	\$100.00/day
Lower Hall Gift Openings (Day after Wedding - uncleaned)	\$100.00/day
Lower Hall Table & Chair Set-up Fee	\$200.00
Kitchen Only	\$100.00/day
Room Rentals	
Senior Citizen's Club Room	\$50.00/day
Organization Rentals	
R.M. of McKillop No. 220 Library Rent	\$2,000.00/year
Strasbourg Lions Club Rent	\$1,000.00/year
Strasbourg Senior Citizen's Club Rent	\$100.00/month
Last Mountain Theatre Company	
Tickle Trunk	\$600.00/year
Performances (Upper Hall)	\$250.00/day
Rehearsals	\$300.00/production
Angela's School of Dance & Silton Silhouettes	
Performances (Upper Hall)	\$250.00/day
Rehearsals	\$400.00/production or \$75.00/day <i>(whichever comes first)</i>
Special Rates	
Strasbourg Rec Board	\$75.00/event
Strasbourg Ministerial (Upper & Lower Hall)	\$200.00/event
Exercise Classes	\$75.00/month or \$37.50/half mth
Bartending	
Bartending by Firefighters	\$1.50/person (min. \$300.00) Receipt as donation

Town of Strasbourg



SCHEDULE "E" to Bylaw 391/18 Key Contract

I _____, have been issued the following key for the Strasbourg Memorial Hall:

Date Issued	Key System	Key Number	Location	Date Returned
			Strasbourg Memorial Hall	

Please check ✓

_____ I understand that this key is for business purposes and I agree not to share, loan, or attempt to duplicate this key.

_____ In the event I lose any key during my employment with the Town of Strasbourg, I further agree to be responsible for the replacement cost of the key and/or locks.

_____ I agree to return the key (and any internal Hall keys) issued to me by the Town of Strasbourg by the last day of my employment.

_____ I understand and agree that should I not return the key (or any additional keys), that the cost of replacement of the key and/or lock will be deducted from any final payment owed to me by the Town of Strasbourg.

Employee Signature

Date

Administrator

Date

To be completed upon discontinuation of employment.

_____ I have returned the key (and any additional Hall keys).

Employee Signature

Date

Administrator