

Fredericton

FREDERICTON SENIOR CENTER FACILITY RENTAL TERMS AND CONDITIONS

1. Turn off all lights before leaving the building.
2. Turn thermostats down to 15 degrees C or 60 degrees F before leaving building.
3. Close all windows before leaving.
4. Check stoves and all appliances and unplug where appropriate.
5. If the kitchen is used for preparing beverages or food, please wash and dry all dishes and cutlery and store in the proper place.
6. Wipe all counters and the stove (including any spills in the oven).
7. Do not leave leftover food in the refrigerator or freezer.
8. Remove all decorations, streamers, balloons, tape, and tacks during clean up.
9. Return all tables and chairs to the sides of the meeting room. **DO NOT STACK CHAIRS OR TABLES IN FRONT OF ANY OF THE DOORWAYS OR ON THE WHEELCHAIR RAMP.**
10. At the end of your rental dry mop or sweep the floor in all rooms used, including the kitchen. Please use the wet mop to wipe up any spills.
11. All garbage is to be taken out at the end of the rental and placed in the dumpster at the end of the building next to the woodworking shop. Extra garbage bags can be found in the janitor room.
12. Turn on the alarm switch and the exterior light located at the main entrance/exit before leaving. **LOCK THE OUTSIDE DOOR.**
13. **Kitchen Privileges:** Use of the kitchen is available to all groups renting a room in the Centre. Exclusive use of the kitchen is only available when the whole facility has been rented for one function.
14. Alcohol is permitted for functions at the Fredericton Senior Center with the application of a Special Occasions Permit from the Department of Public Safety. No groups can bring in their own alcohol without a Special Occasions permit. Contact the Recreation and Social Facilitation Division for more information.
15. Room rental is for the time noted on the contract. This includes set up and clean up time for the room you booked. You are responsible for your own set up and take down; this is to be done during the rental time on your contract.
16. Cancellations for rentals are 7 days prior to the event for a full refund.

