

# Briar Hill Community Centre (BHCC) Corporation

## Policies and Procedures

**May, 2023: Version 28**

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The purpose of this document is to identify policies for the operation of the Briar Hill Community Centre ("BHCC").

## 1. DEFINITIONS

Briar Hill Community Centre Corporation is hereinafter referred to as "BHCC".

Briar Hill Residential Servicing Organization is hereinafter referred to as "BHRSO".

Residents are current owners, partners and occupants of each condominium unit in Briar Hill.

Each condominium unit is grouped into a Phase of a number of units which form their condominium corporation.

Two residents are appointed as Associates by the Condominium Board of each Phase for a two-year term forming the Briar Hill Council.

Briar Hill Community Centre Board of Directors hereinafter referred to as the "Board" is elected by the Briar Hill Council at the Annual General Meeting for a term of two (2) years. Between elections, a vacancy can be filled by the Board of Directors appointing a suitable volunteer from the community.

Co-ordinators/Sponsors are residents who assume the responsibility of leading an Event or Activity.

"Ready State" means cleaned-up and ready for the next Activity/Event. (see Diagram on Wall and Checklist for "Ready State").

An Activity is a program organized by the Board or a resident such as cards, fitness classes, needlework, shuffleboard, etc. Activities often require repetitive booking dates, i.e. monthly, weekly, etc.

An Event is an occasion such as a dinner dance, concert, etc. organized by a resident or the BHCC Social Committee on behalf of all residents.

A Private Event is organized and sponsored by a resident in accordance with the Private Booking Policy set out in this document.

## 2. BACKGROUND

The Briar Hill Community Centre Corporation (BHCC) leases the Centre on behalf of Briar Hill residents from the Briar Hill Residential Servicing Organization (BHRSO) for ninety-nine (99) years at a cost of \$2.00 per year.

The Centre is managed by the BHCC Board of Directors (Board) in accordance with the lease, by-laws, Laws of Ontario and the policies set out herein for the enjoyment of all residents thus bringing residents and their guests together in a social environment to share like interests.

The Board develops and oversees the policies and procedures of the Centre to ensure the safe, fair and balanced use of the Centre.

This Policy Reference Document has been developed in accordance with the BHCC/BHRSO Lease Agreement.

The success of the Centre is dependent on all users sharing in its operation and ensuring the Centre is left after every Drop-In, Activity or Event in a “Ready State” (see Diagram on Wall for “Ready State”) for the next user.

When Briar Hill residents do not have the skills or expertise to lead and or educate residents in their Activities and/or Events, outside resources may be arranged, and appropriate compensation can be made.

Briar Hill Community Centre bookings of Activities, Events, Phase Gatherings, etc. may be made by Briar Hill residents as defined in this document providing they adhere to the requirements and procedures laid out in this and all other related policies and rules of the BHCC.

To manage the space and its availability, the Board will review all booking requirements several times a year to maximize the use of the Centre and provide varied programs so as to engage the most residents.

The Board may require bookings to be changed as to time and/or space to accommodate Community needs.

The Centre facilities will be used in a manner that optimizes opportunities for as many Events/Activities as possible throughout the day. Set-up and clean-up time must also be considered.

### **3. STATEMENT OF COMMITMENT**

The BHCC is committed to providing an environment free of discrimination and harassment, in which all individuals are treated with respect and dignity, are able to contribute fully, and have equal opportunities.

Under the Ontario Human Rights Code, every person has the right to freedom from harassment and discrimination. The BHCC will ensure everyone knows her or his rights and responsibilities by promoting appropriate standards of conduct at all times.

Harassment and discrimination will not be tolerated or condoned.

The BHCC is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.

We believe in integration, and are committed to meeting the needs of people with disabilities by following the accessibility requirements under the Ontario Accessibility laws.

#### **4. BHCC KEY FOB ACCESS**

- a. BHCC installed a Key Fob entry system in September, 2021
- b. Each household will be eligible to receive up to two fobs
- c. If there are more than two adult residents in the household additional fobs will be available for purchase at the prevailing price
- d. Fobs must be assigned to an adult who is living in the household
- e. Proof of address is required when applying for a fob
- f. Each individual requesting a fob must complete and sign an application acknowledging their responsibility to follow the BHCC rules
- g. Upon completion of the application form each resident will be issued an access key fob
- h. Fobs cannot be given to guest, visitors or any person who does not ordinarily reside in the home.
- i. When using the BHCC facilities, the resident agrees to assume responsibility for the health and safety of themselves and their guests.
- j. Entry to the BHCC will be during hours as posted by BHCC office.
- k. Loss of the key fob must be reported to the BHCC office immediately.
- l. Replacement fobs will be available from the BHCC office at an additional cost.
- m. Key fobs must be returned to the BHCC office when residents move out of the community

## 5. BHCC AREAS

- a. Main Floor: Great Room, East Room, Hall (which includes both the Great Room and the East Room together), Lounge/Library, Lobby. Please note that the Lounge/Library is primarily for Drop-ins and cannot be booked except by the Board for special Event. Some exceptions may be made, (see Section 13.)
- b. Lower Level: East Area, Activity Area (in centre), Kitchen Corner, and Games (West) Area.
- c. Maximum Capacities as determined by Fire Department:

Great Room	345
East Room	95
Lounge/Library	38
Lower Level	198
Lobby (Standing)	230

## 6. FUNDING

There are three funding sources providing monies to operate the Centre:

- a. All the costs of operating and maintaining the building are the responsibility of BHRSO as defined in the lease. These costs include heating, electricity, salary of the Office Staff, cleaners and repairs to the HVAC System and equipment. These costs are recovered by BHRSO through the monthly allocation process from condominium fees as per the Reciprocal Agreements.
- b. Improvement/enhancement costs are funded through a \$12.00 per unit per year charge, known as Capital Reserve Fund (CRF). BHCC will issue an invoice to each Condominium Corporation in November, for the annual fee. The fees are included in condominium fees. A separate accounting will be kept for the Capital Reserve Funds. The funds will be used for various capital and leasehold improvements and large one time project purchases, as proposed by the Board and approved in an annual budget process.
- c. BHCC operational expenses for such items as minor repairs and improvements, kitchen and washroom deep cleaning miscellaneous equipment and materials, etc. are funded through Activity Fees/Supporter Card sales, Events, Honour Bar, Donations, etc.

## **7. DISBURSEMENT OF FUNDS**

- a. BHRSO's responsibilities for the building, its operations and some miscellaneous expenses as defined in the Lease Agreement are co-ordinated by the BHCC Office Staff, the Board and BHRSO processes are set up to identify needs, manage contracts and arrange payment by BHRSO.
- b. Improvement/Enhancement costs are defined each year through the BHCC Project Identification and Budget Process. These projects are approved by the Associate members and administered by the BHCC Board and processed by BHCC office staff.

Note: If the Capital Reserve Fund monies collected are not spent within the financial year as per the agreed Budget, excess funds will be carried over to the next fiscal year. The Board will advise the residents on an annual basis of the usage of the monies from the Capital Reserve Fund.

- c. **BHCC OPERATING EXPENSES**

Operating expenses are approved by the BHCC Board of Directors and processed by the BHCC Office Staff. The policy of the Board is to maintain a reserve of \$5,000 for emergency purposes. The Board allocates funds over the \$5,000 reserve to operating expenses, miscellaneous items, and projects as determined by the Board. These accumulated funds are to be used for the benefit of the current residents and not held for long term future expenses that do not necessarily benefit the current residents.

## **8. PURCHASING OF GOODS AND SERVICES POLICY**

- a. Prior approval by the Board is required before purchasing any item(s) over the amount of \$200 and/or accepting a company bid. A Request to Purchase form for items over \$200 is available in the Office.
- b. All requests for purchases made on behalf of the BHCC require an invoice and/or an official receipt.
- c. Generally, payments for services shall be made by cheque. Services such as Disc Jockey, Musicians and/or Agents (e.g., Dance Event or the Concert Series) may be paid in cash as long as a receipt is signed and witnessed by a Board member or the Event or Activity Coordinator.

- d. **Capital Improvement quotes from more than one company are required. Contractors must be licensed and insured as per BHRSO lease agreement**
- e. Vendors providing services to BHCC must provide proof of liability insurance and WSIB coverage

## 9. GENERAL BOOKING POLICY

### a. **Booking types:**

- Activities and Events
- Golf Events
- Phase Events
- Annual General Meetings
- Private Bookings
- 

### b. Areas that can be booked exclusively:

- Great Room (with or without Kitchen)
- East Room (with or without Kitchen – if available)
- Lower Level – East Area and LL Kitchen Corner

### c. Areas that can be booked with non-exclusive use (without prior approval of the Board of Directors:

- Lounge (see Section 13 b.)
- Patio
- Lower Level Games & Activity areas

NOTE: The lobby cannot be booked

- d. Only Briar Hill Community residents are able to book facilities for themselves, and on behalf of Briar Hill Phases or Condominium Corporations
- e. Bookings are to be for Briar Hill Community related Activities, community Events and private Events
- f. Business Groups, Charities, Not-for-Profit Organizations, whether incorporated or not, Religious and Political Events are prohibited from using Briar Hill Community Centre for meetings or other events
- g. Any residents wishing to book Activities and/or Events or private bookings (see Section 11) are required to check the calendar via the website at <https://www.bhccontheweb.ca/calendar> to avoid scheduling conflicts and choose available times, including set-up time if required, prior to submitting



their booking request to the Office or contact the Office during office hours to check scheduling and obtain a booking form. Booking requests are reviewed by the Office Manager. Consideration will be given on a first-come basis along with ensuring fairness to all Activities being able to share facility space. No booking of more than one year out will be considered.

- h. Scheduled Activities may be pre-empted as approved by the Board for Community priorities and/or balancing requirements. All efforts will be made to relocate the Activity to another room if suitable space is available.
- i. Nottawasaga accredited golf leagues (NMGA, NLGA, LDGA) are required to set dates annually, (i.e. opening luncheon and closing meetings), given these Events have scheduled start and finish dates. These Events require the use of the kitchen and thus have minimal possibility to be held elsewhere in the Centre. In order to accommodate these dates, they need to be provided to the Office Staff no later than the end of November for bookings in the upcoming calendar year, to ensure that such dates can be held. In the event they are not provided by the end of November the leagues will be required to ensure any required dates are available before requesting to book.
- j. Golf Social Events (Non-League)  
The organizer of the Event should check the calendar availability and clarify with Office Staff to ensure the date(s) required can be accommodated before putting in the request form.
- k. The BHCC facility is to be returned to a “Ready State” (see Diagram and Checklist on Wall for “Ready State”) after its use by the booking resident(s). The booking resident(s) are responsible for any unusual damages, extra cleaning costs and/or maintenance if required. “Unusual” means damage that would not happen in the day-to-day use of the Centre.
- l. Food and non-alcoholic beverages may be provided on a cost recovery basis.
- m. **NO SELLING** of alcoholic beverages is permitted.
- n. Booking for individuals or groups from outside the Briar Hill Community is **NOT** permitted.
- o. The Board may approve a unique request, but such approval will not be considered as establishing any precedent.
- p. The Board has the right to refuse any booking request and/or require additional conditions.

- q. Bookings must use the space booked. For example, if only the Great Room is booked then use of the East Room is NOT permitted.
- r. Booking Date confirmation must be received thirty (30) days prior to the date of the event. If confirmation is not received, the date will be released making it available to other residents

## **10. ACTIVITY & EVENT POLICY**

- a. Priority is to be given to Briar Hill residents for all Activities and Events.
- b. Briar Hill residents may have up to two guest(s) attend an Event or Activity if space allows. Availability will differ for each Activity or Event depending on its popularity.
- c. Guests must be admitted to the Centre and signed in by the Briar Hill Resident sponsoring their entry (excepting Ticketed Events).
- d. Access to non-Briar Hill residents is allowed only as a guest of a resident and if space allows.
- e. Each Activity and Event is to be sponsored and coordinated by a Briar Hill Community resident(s) or Briar Hill Coordinating Committee.
- f. Activities and Events bookings for BHCC areas follow the BHCC General Booking Policy.
- g. Each BHCC Event selling tickets to the community at large is required to provide a budget to the BHCC Treasurer (via the Office or direct) prior to their event and at the end of the event, to provide a final financial statement to the Board and/or Board Treasurer. The required form is available on the BHCC website or from the Office Staff.
- h. No Activity or Event is to provide any financial gain to any person or business other than is normal and reasonable for services provided. (See Outside Resource Policy).
- i. To avoid conflict of interest, the Event/Activity Coordinator cannot be the service provider
- j. The facilities of the Centre are to be respected and returned to their "Ready State" (see Diagram on Wall for "Ready State") after each Activity and Event.
- k. The Board reserves the right to approve each Activity and Event to ensure they are conducted in the best interests of the whole community.

## 11. TICKET POLICY

- a. Ticket distribution/sales are to be conducted in a fair manner to all Briar Hill residents.
- b. Advanced advertisement of sales to the Community should be made at least three (3) weeks in advance of the sale start date (earlier if possible).
- c. Tickets are to be offered to Briar Hill residents for a minimum period of three (3) selling dates, one of which must be in the morning, one in the afternoon and one in the evening (unless event is full after any of the previous selling dates)
- d. Ticket pricing must be calculated on a minimum 'BREAK EVEN' basis and is to be determined by estimating ticket sales and expenses from past event successes which will ensure a 'break even' point. Excess revenue over expenses will be contributed to the BHCC.
- e. Priority is to be given to Briar Hill residents for all Activities and Events. Volume ticket purchases are to be limited to ensure the broadest availability to residents. Maximum volume sale is a quantity of four (4) per household. The number of tickets allowed to any one household is set to ensure the broadest access to all Briar Hill residents.
- f. Ticket sale dates are to include time when tickets will be on sale. Ticket sales must not commence prior to the scheduled start time to ensure fairness for all residents to obtain tickets.
- g. Maximum of twenty (20) tickets may be pre-sold only to the Organizing Committee and to persons participating in the organization and running of the event (not to exceed the 4 tickets/household maximum).
- h. Event organizer may provide discounted or free tickets to a minimum number of volunteers. These costs must be identified and be accounted for in the final report for the event.

## 12. PRIVATE BOOKING POLICY

- a. Briar Hill residents may book for private occasions as defined in this document and providing they adhere to the requirements and procedures laid out in this and all other relative policy documents of the Centre.
- b. Bookings are to be booked and hosted by current Briar Hill residents only.

**c. Private Booking Types Allowed**

The following types of private bookings allowed have been developed as a result of discussions with BHRSO (the landlord)

- i Resident wedding anniversaries
- ii Resident birthday party
- iii Resident memorial/celebration of life may be arranged by spouses and/or other resident of Briar Hill.
- iv A current Briar Hill resident may host a memorial in honour of a former Briar Hill resident who has moved from their Briar Hill residence (for example, into an assisted living facility).
- v The Board may approve a Private Booking for a resident “Special Life Occasion”. Special Life Occasion would most often be a once in a life time occurrence.

**d. Private Booking Types NOT Allowed**

- i. Weddings
  - ii. Jack & Jill, Stag, Bridal or Baby Showers, Birthdays for non-resident relatives)
  - iii. Children’s Parties
  - iv. ANY Celebrations for Non-Residents**
  - v. Religious, Political or Business Meetings
- e. A deposit of \$100 will be required at time of booking. After the event a reconciliation invoice will be issued. Additional costs or refund will be due upon receipt of invoice.
- f. The deposit fee of \$100 will be retained/charged for cancellations within 30 days of the booking. All other advance payments will be refunded.
- g. The facility is to be returned to a “Ready State” (see Diagram on Wall for “Ready State”) after its use by the booking resident(s).
- h. The booking resident is responsible for all damages, extra cleaning costs and labour to return the centre to a “Ready State”. (see Diagram on Wall for “Ready State.”)
- i. A mandatory BHCC Monitor cost will be added to the event booking fees (minimum 4 hours). The BHCC assigned Monitor will ensure that guests use only the area and equipment booked without prior arrangement and supervision and do not misuse BHCC property. Monitor to ensure the Ready-State diagram and Checklist conditions have been pointed out to the event/Activity organizer.

- j. Food and beverages may be provided on a cost recovery basis.
- k. **NO SELLING** of alcoholic beverages is permitted.
- l. **Personal Liability Insurance:** Briar Hill Community Centre has a Commercial General Liability insurance policy that covers bodily injury and property damage for residents. The policy does not exclude the possibility that a private event organizer could be named directly responsible in any lawsuit for bodily injury and/or property damage of a non-resident guest that occurs during the event. To avoid the risk of being named in a lawsuit, it is recommended that the event organizer obtain Special Event insurance coverage.
- m. **Outside vendors hired (Catering, DJ, etc.) must provide proof of liability insurance prior to the event.**
- n. The Board may approve a unique request on a “one-time basis” without setting a precedent of use for future requests.
- o. The Board has the right to refuse any booking and/or require additional conditions.
- p. Event bookings must use the space **booked**. For example, if only the Great Room is booked, then use of the East Room is not permitted.

### 13. “DROP-IN” USAGE OF BHCC FACILITIES POLICY

- a. Residents of Briar Hill may drop-in to the Centre during open hours and use its facilities providing the facilities are not booked and that the facilities are cleaned and returned to a “Ready State” (see Diagram on Wall for “Ready State”) for the next user.
- b. As stipulated in Section 5.a., the Lounge use is primarily “drop in” on a first- come, first-served basis. Exceptions to this policy may be made with BHCC Board approval.
- c. Access to the Library portion of the Lounge must always be kept available.

## **OUTSIDE RESOURCE POLICY**

- a. Outside Resources may be employed, not to exceed a fair market value or rate for services provided.

Coordinators/Sponsors are responsible to determine what a fair market rate is and demonstrate it to the Board prior

- b. to engaging the resource.
- c. Residents, who offer their skills in a similar manner, may also receive nominal payment for their time under the same criteria as Outside Resources with Board approval.
- d. Organizations that offer items such as prizes and/or services are acceptable only in support of an Event sponsored and coordinated by Briar Hill residents. They are not to receive any compensation for these items other than recognition and appreciation of their contribution.
- e. All payments to any outside resource are to be paid from the monies collected by the Activity/Event Coordinator(s). **THE BOARD WILL NOT BE RESPONSIBLE FOR PAYMENTS UNDER ANY CIRCUMSTANCES.**
- f. Full disclosure of payments is to be made by the Activity or Event Coordinator(s) via Financial Statements filed with the Board. Forms are available from the Office Staff during office hours.
- g. BHCC Office must have contact information for all Outside Resources used.

## 14. CHARITY POLICY

Briar Hill Community at large supports many charities by their donations and volunteer services in the broader community. Fairness and balance in the use of the Centre is managed by the Board in consideration of the residents at large and in adherence to the terms of its lease agreement.

- a. All Activities and/or Events that wish to book the Centre and provide support to a charity must have the prior approval of the Board.
- b. Only charities that are in support of the local community will be considered. For example: Alliston Food Bank, Alliston Women's Shelter, and Matthews House. Broader based charities would not be considered. For example: African Relief, National Health Campaigns, etc.
- c. All Activities and Events must be sponsored and coordinated by a resident.
- d. The sponsoring resident is responsible for the Activity and/or event.
- e. Activities and Events are to be for the Briar Hill Community and their guests and not for the broader community at large.
- f. Activities and Events are to be held in accordance with the policies and rules of the Centre.
- g. All Activities and/or Events for charity are required to contribute to the Centre.
- h. All advertising must clearly state that the proceeds after expenses (including a contribution to the BHCC) will be donated to the selected charity.
- i. A full Financial Statement of the Activity or event is to be filed with the Board to ensure full transparency, within thirty (30) days after the event date.
- j. The Board will consider limiting the number of charity Activities and Events as well as the frequency of any one charity being supported.

## 15. ACCESSIBILITY POLICY

### a. Definitions

**Assistive Device:** A device used to assist persons with disabilities access to the Centre and taking part in Activities and Events.

**Disability:** Shall mean the same as the definition of a disability found in the Ontario Human Rights Code.

**Service Animal:** Any animal which is used by the person for reasons relating to his or her disability.

**Support Persons:** A paid professional, volunteer, family member or friend who accompanies a person with a disability in order to assist them with communications, personal care, medical needs and access to the Centre.

b. The BHCC is committed to providing accessibility of the BHCC facilities and programs to all persons (residents and guests). This policy applies to all individuals who provide services, sponsor, assist and/or coordinate all BHCC Activities and Events as well as any person(s) who use and book the facilities.

- i. Persons with disabilities are to be integrated in the community in Activities and Events.
- ii. The disabled person shall be accompanied by a Support Person where it is necessary to protect the health and safety of the person with a disability or the health and safety of others.
- iii. The disabled person is allowed the use of assistive devices, service animals, support persons and notice of temporary disruptions to the Centre.
- iv. The Board will provide notice to persons with disabilities with regard to disruptions in the use of the Centre by posting information in visible places such as the entrance doors and in its communications (i.e. eNEWS) and by any other method that may be reasonable.
- v. The Board will use reasonable efforts to ensure that its policies and practices are followed and persons with disabilities are treated with respect and dignity.
- vi. When communicating with persons with a disability, the Board and staff will do so in a manner that takes into account the person's abilities.



c. Assistive Devices

Persons with disabilities shall be permitted to use the Centre with their own assistive devices. Exceptions may occur in situations where the Centre has determined that the assistive device may pose a risk to the health and safety of another individual. It should be noted that it is the responsibility of the person with a disability to ensure that his or her assistive device is operated in a safe and controlled manner at all times.

d. Service Animals

Service animals such as (but not limited to) Guide dogs, Hearing dogs, Seizure Response dogs and other certified service animals shall be permitted entry. Service animals are required to be leashed and properly controlled.

Service animals are not permitted in areas where food is being prepared.

Persons with a service animal that is unruly or disruptive (e.g. barking) may be asked to remove the animal from the Centre.

## **16. HANDYMAN POLICY AND PROCESS**

From time-to-time BHCC requires services to maintain the Centre i.e. repair furniture, paint walls, install shelving, etc. Generally larger requirements can be contracted out but for small miscellaneous items the Centre requires access to an “on call” or “handy man” service.

- a. Identification of services can be made by a Board Member, a Committee person and/or staff.
- b. Solicitation of service providers can be managed in two ways:
  - i. Individual requirements can be posted and/or advertised; or
  - ii. With Board approval, ‘on call’ services can be posted for a set period (i.e. one (1) year).
- c. Posting for services must include the Briar Hill Community.
- d. Cost schedule for “set period” arrangements must be approved by the Board.
- e. Needs identification and service arrangements must demonstrate the proper separation of duties and authority i.e. committee members cannot sponsor and approve services.
- f. All requirements require the agreement of the Board of Directors unless otherwise directed by the Board of Directors.
- g. Scope, estimated cost, and schedule are to be provided.

- h. All services are to be documented in the files of the BHCC i.e. Requirements, Service Approval, Completion Check, Payment.
- i. Contractors performing repair and maintenance services must have WSIB insurance. A WSIB certificate must be produced before work starts and will be kept on file in the Office.

## **17. ADVERTISING POLICY**

- a. Main Floor Bulletin Board:
  - i. The BHCC communication vehicles are to be used for the business of the Centre and important community communications only.
  - ii. The BHCC Bulletin Board is to be used for advertising of Activities and Events in the BHCC. Information of Activities and Events completed may also be posted.
  - iii. All postings are to be placed in the appropriate section.
  - iv. The Office Staff will manage the bulletin board. For example, depending on space and time items may be removed, resized and or held for later posting.
- b. Lower Level Bulletin Board is for the use of residents for buying and selling and local information. Office Staff will supervise the bulletin board and remove inappropriate items and take items down after one month.
- c. Easels:
  - i. Easels are reserved for Event advertising.
  - ii. Next upcoming Event will hold priority and Board approved notices.
  - iii. Depending on the number of upcoming Events some posters may be sized down to accommodate additional posters.
  - iv. Easels, if not being used for event advertising may also be used by residents during their Event.

d. Website, Newsletter and eNEWS:

- i. All Activities and Events may submit advertising for posting in all media. Articles on successful Activities and Events can also be submitted for inclusion. Submission Dates are available from the BHCC Office.
- ii. Postings may have to be resized, limited in time, etc.

e. Non-Community Centre Advertising:

Non-commercial advertising materials of interest to residents may only be placed on the Bulletin Board in the Lower Level for a limited period. The Office will maintain the BHCC Bulletin Boards, keeping them current.

## 18. PARKING POLICY

a. The approval of a Parking Permit will be granted for all Briar Hill residents under the following conditions:

- Vehicles (cars) may be granted a parking permit for a maximum of 4 times per calendar year for a 2-night/3-day period.
- All RV's, trailers, boats, campers etc., may be granted a parking permit for a maximum of 4 times per calendar year for a 1-night/2-day period.

b. Office Staff or the Board may approve parking for a vehicle (car) for a period of 4 nights for unusual circumstances only, in a designated parking area.

c. Residents must check the Forms section on the BHCC website or contact the BHCC Office Staff during office hours for a Parking Permit and display completed permit on their dash.

d. Overnight occupancy in parked RVs is **NOT** allowed. Dumping of RV waste at BHCC is not permitted.

e. Commercial vehicles / Trailers are prohibited from parking in the BHCC parking lot at any time.

f. Unauthorized vehicles will be towed at owner's expense.

## 19. BBQ POLICY

- a. The Briar Hill Community Centre (BHCC) has two Barbeques (BBQs) that are chained, locked and hooked up to gas lines. Both are located on the Patio and may be rented by residents. Residents should do a trial walk-through and read all conditions in Rental Agreement, to know where everything is located and be prepared for the event.
- b. The BBQ Rental Agreement must be signed by the resident acknowledging that they have read, understand and agree to the terms and conditions of the rental agreement.
- c. The Renter/User understands and agrees that they use the BBQ(s) at their own risk and are responsible for any damage caused to the BBQ(s).
- d. A refundable Key Deposit of \$10.00 is required for the resident to unlock the BBQ. The deposit will be returned after the event, upon receipt of the key. The resident must visit the Office a few days before the event DURING REGULAR OFFICE HOURS review and sign the rental agreement, to pay the rental fee and pick up the key to unlock the chains on the BBQ(s). The key must be returned during office hours within five (5) days after the event.
- e. Each month the Office will send a booking reservation report for BBQ requests to the President and the Maintenance Director. They (or designate) will ensure that the BBQ(s) have been properly cleaned and that gas lines have been turned off after each event.