

Mayne Island Community Centre



User's Guide

Welcome to the Mayne Island Community Centre

This User's Guide was prepared for the regular user groups and for occasional renters; please take the time to read it thoroughly to become familiar with your privileges and responsibilities as a renter.

A Board of Directors manages the Centre on behalf of M.I.C.C.S., a non-profit, charitable organization. A Director of the Society is designated as the Booking Agent, and handles most interactions with renters. We differ from many urban community centres in that we operate independently, receiving only occasional and limited financial help from municipal or governmental agencies. However, thanks to our endowment fund, the Community Centre is able to charge low rental fees to Mayne Islanders for community programs and activities. Mayne Island Community Centre operates on a largely volunteer basis, so your cooperation is much appreciated. Please read this User's Guide and make sure that your group knows about it. A copy will also be available at the Community Centre.

General Guidelines

- **Clean and Tidy** Although the Community Centre is maintained twice weekly by a professional cleaning crew, it is being used by different groups of people during the day, evening and all through the week. It is imperative that you clean up in consideration of the next renter. Sweep the floor when you are finished and damp mop it if dirt or spillage occurred during your event. If the kitchen was used, please sweep it clean, damp mop the floor and wipe the counters if needed. Please bring your compost to the compost bin located in the garden.
Please leave the Community Centre clean and tidy for the next user.
- **Keys** Obtain keys sufficiently in advance of your event from the Community Centre Booking Agent, and please return keys immediately afterward. Island groups who have ongoing programs or activities will be issued a set of keys. Unless there is an emergency, keys must not be duplicated, separated from their tag, shared or passed on to a third party. The set of keys is your responsibility.
- **Staying to Schedule** Users should adhere to their own renting time and should not intrude upon other groups during their functions.
- **Contact** Renting groups should designate a contact person to maintain clear communication with the Booking Agent.

- **Safety** If the Renter notices any malfunction of equipment, safety concerns or unusual circumstances, please advise our Booking Agent or MICCS directors immediately.
- **Telephone** Our phone, # 539-3511, is located in the kitchen, and is limited to 911 and local calls only. During events, you may want to disconnect it to prevent interruptions; please reconnect the phone when you leave.
- **Parking** Our gravelled lot holds 40 vehicles; overflow parking for 20 more vehicles on grassy area to the right of gravelled lot. A parking attendant is recommended when hosting a large event. Please avoid parking on both sides of Felix Jack Road – it needs to be clear for Fire and Emergency vehicles. Please avoid parking at the entrance – it is a drop-off zone only and must be left available for taxi and emergency vehicles only.
- **Doormats** Please make sure interior and exterior doormats are in place at entrances. This helps prevent damage to floors.
- **Door locks** Procedure to unlock door system at the main entrance: When first entering the Centre at the main entrance, insert the allen key (kept on the adjacent window sill) into the small round hole in the face of the push-bar while pressing the bar in; turn the allen key to the right and the door will unlock.
Warning! If this door lock is not set to un-locked position when you come in, you risk locking yourself out. To avoid this, please keep the Centre keys with you at all times.
Make sure that the main door is locked when you leave by repeating the allen key procedure. Be sure to leave the allen key on the inside window sill to the right of the main entrance. Please ensure upper and lower slide bolts on door edge are engaged when locking up.
- **Floor Care** Please don't drag tables and chairs across the floor.
- **Smoking** The Community Centre is a non-smoking facility. Sand-can ashtrays are kept on the steps of the storage shed behind the kitchen. Please use them. Thanks.
- **Noise** Please consider the comfort and privacy of our neighbours.
- **Powered Door** Operate powered door only if you have instruction in its use. Powered door control is located by kitchen wall pass-through.

- **Heat** Heat in every zone is controlled by thermostat; please reset to 15 upon leaving during winter months and off during summer months. The two in-wall fan heaters flanking the powered door are intended for quick heat; if their noise annoys you, turn the round thermostat to Off.
- **Lights** Please make sure all interior and exterior lights are turned off upon leaving. The parking lot lights are on a timer, and will go off 15 minutes after being turned off at the main entry switch; similarly, the main entry lights go to ¼ power and remain on during night hours after being switched off.
- **Fan controls** Located on the north wall in the Main Room.
- **Gas Fireplace** On-Off switch located under the left front edge; **please make no other adjustments.** Turn off before leaving.
- **Appliances Important - consult posted instructions.**
- **Children** Please do not permit unaccompanied children in the kitchen, storage or electrical rooms. Children should be supervised at all times.
- **Cleanup** Please leave the Centre clean and tidy for the next user. Wash all dishes and place in dish racks to be sterilized by the cleaning crew. An extra charge maybe applied to your rental fee if there is a complaint from other users.
- **MICCS is not responsible for lost or stolen items.**

Capacities

Social Room	12
Main Room	70
Marquee Tents	110

Fire and Safety

Emergency exits must remain easily accessible (minimum 4' pathways) and under no circumstances can they be blocked by tables, chairs, stages, people etc.

No gas or propane equipment/fixtures may be used inside the facility. Any such material used outside of the facility must adhere to CSA approval standards.

No fire element (candles/torches/butane burners/pyrotechnics) is permitted unless discussed beforehand with the Community Centre Booking Agent.

Storage

We have very little storage available for user groups. Locked storage is also very limited and may be obtained on a temporary basis only. If your group has a key for the locked storage, make sure that you lock the cupboard before leaving the Community Centre. Please do not leave equipment that could fall and hurt a child.

MICCS will not be responsible for missing or damaged items.

Chairs & Tables

The black vinyl chairs are made to slide on top of each other and must be stacked correctly – no leaning towers please! Improperly stacked chairs will lean and their weight will bind them together making it difficult for the next user to take them apart. Chairs should be stacked 10 high maximum, and please avoid making several short stacks of chairs - storage space is very precious.

The Community Centre has 6 white 6 ft. folding tables only. If you require extra tables, you need to ask the Lions' Club for the use of their tables, which are stored at the Centre for the Lion's use. We have 11 5 ft. diameter tables stored in the shed and 6 card tables stored in the piano room.

Recycling

Please do not bring styrofoam, paper cups or plastic glasses to the Centre; we have cups and water glasses for renter's use. If you do use plastic cups or glasses, please rinse them off and place them in the blue recycling bin. If renters insist on throwing their recyclable plastics into the garbage bin, the cost of garbage disposal plus the cost of paying the cleaning crew to arrange for the pick up will be charged to the renter or user group. **MICCS strongly promotes recycling at the Community Centre.**

Garbage

The Community Centre was equipped to avoid unnecessary use of throwaway products such as Styrofoam, plastic cups and glasses in order to limit garbage creation and cost of disposal. So far, most users are very responsible in keeping the Centre a **garbage free zone**. Mayne Islanders should understand that to maintain our low rental fees structure for community programs and activities, renters must be responsible for their own garbage produced while renting at the Centre. Your garbage disposal must be pre-arranged with the booking agent in order to be coordinated with the cleaning crew. If renters or groups choose to ignore this suggestion, a higher rental rate will need to be applied to cover the cost of their garbage disposal. No diapers or smelly food products please!

Clean up after a large event or group activity

You are responsible for removing all your recycling and garbage at the end of the event to ensure that the venue is in a clean and tidy condition for the next user. Mayne Island has a recycling depot open Wednesday 10:AM till 2:PM and Saturday from 10:AM till 4:PM.

A charge will be applied if there is a complaint.

Insurance

MICCS carries general liability insurance to cover programs and activities for its renters. Special Events require adequate public liability and property damage insurance (See Special Event Rental Agreement).

Equipment

The Community Centre has tables, seating, and catering equipment for 100+ people, a portable sound system, 2 pianos and a large screen TV with DVD player on a dolly. In the event that there is breakage or any damage to equipment, dishes or furniture, please report it to our booking agent so MICCS can repair or replace. Charges may be applied if not reported.

The Equipment Inventory can be downloaded from our website: <http://www.mayneislandcommunitycentre.com/>

Kitchen

The kitchen is a commercial-grade facility, which includes a 4-burner gas stove with oven and grill, a double prep sink, dishwashing sinks, dishwasher/sterilizer, refrigerator, under-counter freezer, and ample stainless steel counter space. Please read carefully the written directions for all appliances or ask our booking agent for direction in the proper usage.

Damage may result from improper operation of equipment.

The Kitchen facility is booked separately and charged according to the level of usage.

Cutting knives are never left in the kitchen but are kept in the locked cupboards.

Please do not take dishcloths, dishware or glassware home with you.

Wash all dishes and place in dish racks to be sterilized by the cleaning crew.

Caution: Do not take the gas stove burner units apart to clean them; leave this delicate operation to the cleaning crew.

Alcohol

If you intend to serve alcohol at your event, you must obtain a liquor license indicating the room/area, times and date of service.

See <http://www.pssg.gov.bc.ca/lclb/index.htm> for more information.

Liquor may be given or sold at your event; however according to the **Liquor Control and Licensing Act**, you cannot advertise that you are having a "Cash Bar or Bar" for your event. The word "Refreshment" is acceptable. Please ensure that your event coordinator is aware of this.

A copy of the liquor license must be submitted to the Community Centre Booking Agent no later than 3 weeks prior to event. Failure to do so may result in loss of liquor privileges. Incorrect or incomplete liquor licenses will not be granted liquor service. The original license must be posted in the area of service. A liquor server with a valid "Serving It Right" Certificate must be present at all times alcohol is being served. A photocopy of certification is required to be submitted with the liquor license prior to the event.

See www.hieac.com for more information. Alcohol is not permitted outside the rental space listed on the liquor license. Failure to comply will result in loss of liquor privileges.

If you or your group serve any quantity of liquor without the proper authorization, you may be denied future rental privileges at the Centre.

Food/Catering

All food preparation and service must meet the Food Safe guidelines of the Vancouver Island Health Authority.

See www.foodsafe.ca for more information. Storage and refrigeration space is limited in the kitchen, and should be confirmed through consultation with the Community Centre booking agent.

You are free to engage the services of any caterer of your choosing. When using a catering service, the renter must provide the name and contact number of the caterer. You (or your caterer) must leave the kitchen in the condition found. Otherwise, cleaning charges will be applied and deducted from the damage deposit and/or invoiced. The renting party will be considered responsible for actions of the caterer.

We can supply you with dishes, glassware, and other kitchen and catering items, please ask our Booking Agent for the Equipment Inventory, or download from: <http://www.mayneislandcommunitycentre.com/>

Tent Rules

Two trained professionals from Titanium Tents and Events of Victoria set up and inspect our large tents for the summer. These tents double our capacity and enable us to hold large events during the summer months. MICCS will use the tents until phase 2 (Auditorium/Stage Facility) is built.

- Do not tie your pets to the tent poles
- Do not staple, pin or nail anything to canvas
- Do not let bare bulbs touch the canvas as it will melt
- Do not alter the location of the outdoor propane heaters and please keep heaters 2 feet away from canvas roof and sides.
- No tape, paint or glue to be used on the canvas. (Extra charges will apply for removal)
- Barbeques are not to be placed under tents as soot and grease will stain and adhere to the material. We suggest placing the barbeque on the down-wind side of the tent.
- Do not build fires under the tent
- When the tent's walls are opened, they should be tie up so wind can't create lift and damage or tear the walls.
- Round tables are heavy and should not be dragged across the tent deck.
- Chairs and tables should be placed safely away from the deck edge.
- No swinging or hanging down from the metal wire of the tents.
- Tents are not to be moved or altered after installation, or you will be responsible for any damages, claims or loss caused as a result of this.
- Please use the sand-can ashtrays provided and do not extinguish your cigarettes on the dried grass around tent and Centre areas.
- The tent is also a non-smoking area.

Closing-up Checklist

- General Rule: Leave it clean for the next user
- Cleanup: sweep and mop floor if needed
- Stack and stow chairs (10 high)
- Kitchen stove and all appliances turned off
- Wash dishes and place in dish racks to be sterilized later on by the cleaning crew.
- Extinguish all candles
- Thermostats down to 15 during winter and to 0 during summer
- Gas Fireplace off
- Take all recycling and/or garbage with you
- Lights off
- Powered door and all exterior doors checked and locked

During tent season:

- Turn off propane heaters in tent area
- Turn off the tent lights
- Never leave food or liquor bottles in the tent
- Close up all tent walls
- Sweep and mop deck if needed
- Close powered door

Thanks for acquainting yourself with the User's Guide – Enjoy!

Mayne Island Community Centre Society
<http://www.mayneislandcommunitycentre.com/>