



FAIRFIELD GONZALES  
COMMUNITY ASSOCIATION  
the place to connect

# Memo of Understanding for Renters

## *In addition to the FGCA Terms & Conditions of Agreement*

By initialling below you acknowledge that you understand and agree to the following;

|   | Initial |
|---|---------|
| <p><b>I have read the insurance requirements. <u>Insurance is due 7 days prior to rental date.</u></b></p> <p>Required to show proof of insurance coverage that indemnifies the Fairfield Gonzales Community Association of any liability. There are a number of ways that these requirements can be met at a minimal cost:</p> <p>A house insurance policy may be able to be expanded to include our facility<br/>A business can add a Ryder that includes our facility for a one time or multipurpose uses</p> <p>The City of Victoria makes it easy for users of our facility to purchase insurance, contact: <b>Darlene Hammond, Permit Clerk, City of Victoria, 250-361-0361</b><br/><a href="mailto:dhammond@victoria.ca">dhammond@victoria.ca</a> <b>The insurance provided by the City of Victoria does not cover COVID19</b></p> |         |
| <p><b>Every rental requires a non-refundable deposit equal to 1 hour's rental for each day booked, due on time of booking</b></p>   |         |
| <p><b>Full payment is due 7 days prior to rental date.</b></p>  |         |
| <p><b>Any changes to rental dates will be submitted in writing</b></p>  |         |

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| <p><b>Renters will pay the \$50 fee if fire rescue responds to a false fire alarm.</b><br/> This can happen due to; candles near smoke detectors, not using the hood fan on the stove, tampering with the detectors etc.</p>     |  |
| <p><b>Renters will take any excess garbage &amp; recycling away with them.</b><br/> Our facility does not have the capacity to manage all renter garbage &amp; recycling.</p>  |  |
| <p><b>Will adhere to maximum occupancy limits / room capacity.</b><br/> 30 people in the Large Out of School Room<br/> 15 In the Youth Space<br/> 50 in the Garry Oak Room<br/> 10 in Corinne's Kitchen</p>                      |  |
| <p><b>Will vacate the space promptly at end-time.</b></p>  |  |
| <p><b>Will accept direction from FGCA staff in charge of the premises and treat any such employees with respect.</b></p>   |  |
| <p><b>We do not provide any equipment or materials beyond the use of fridge, stove, and sanitizer during time of rental. Renter must provide own kitchen and cleaning equipment and materials</b></p>                            |  |
| <p><b>Kitchen must be cleaned and sanitized after use</b></p>  |  |
| <p><b>Submit a Covid Safety Plan at least 7 days prior to rental date. If Covid Safety Plan is not submitted, your rental will be cancelled</b></p>  |  |
| <p><b>Will cancel booking if showing symptoms of COVID19:</b><br/> Including fever, chills, new or worsening cough, shortness of breath, sore throat, muscle aches or headache. <b><i>Cancellations will be refunded</i></b></p> |  |
| <p><b>Will ask any person attending the rental, who is showing symptoms of COVID19, to vacate the building.</b></p>  |  |
| <p><b>Will carefully read and adhere to all FGCA signage regarding COVID19.</b></p>  |  |

