

# Mayne Island Community Centre



## User Guide

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# **Welcome to the Mayne Island Community Centre**

This User Guide was prepared for 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. Our Booking Agent handles most interactions with renters and their contact information can be found on our website, [www.mayneislandcommunitycentre.com](http://www.mayneislandcommunitycentre.com). 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. The Mayne Island Community Centre operates on a largely volunteer basis, so your cooperation is much appreciated. Please read this User Guide and make sure that your group knows about our guidelines. A copy will also be available at the Community Centre.

## **Clean and Tidy**

### **General Guidelines**

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 use the green cone out the kitchen door for food waste. Containers for food waste and compost are separate and clearly marked. Please leave the Community Centre clean and tidy for the next user.

## **Keys**

Keys to the Community Centre are kept in a lockbox to the left of the Main Door. Obtain the code sufficiently in advance of your event from the Community Centre Booking Agent. Island groups who have ongoing programs or activities will be issued a set of keys. Unless there is an emergency, keys must never 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.

## **Parking**

Our graveled lot holds 40 vehicles; overflow parking for 20 more vehicles on grassy area to the right of graveled 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. For large events that involve alcohol there is a community bus available by donation to give rides home. Inquire with your booking agent.

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 keep main entrance unlocked:** 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. The piano is to be kept in the Social Room as it damages the floor in the Main Room. We have a digital piano for use in the Main Room. Ask the Booking Agent for more information.

## **Smoking**

The Community Centre is a non-smoking facility. Sand- can ashtrays are kept on the steps of the storage shed behind the kitchen or in the smoking area. Please use them in the designated smoking area- the concrete pad outside of the fitness area. Thanks.

## **Noise**

Please consider the comfort and privacy of our neighbors.

## **Powered Door**

Operate powered door after receiving instruction on its use from the Booking Agent. Powered door control is located to the left of the kitchen wall pass-through. Return powered door to closed position after events.

## **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 1/4 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. Consult posted instructions for all appliances.

## **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. An extra charge may be applied to your rental fee if the Centre is not as clean as it was when you arrived.

**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 (min. 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 someone.

**MICCS will not be responsible for missing or damaged items.**

## **Chairs & Tables**

There are 100+ black vinyl chairs that are made to stack 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 to a maximum of 10 high, and please avoid making several short stacks of chairs - storage space is very precious.

The Community Centre has 6 white, 6 ft. folding rectangle tables stored inside, and 11, 5 ft. diameter round tables stored in the shed outside. There are also 6 card tables in the storage room inside.

## **General Recycling**

We have many cups and water glasses for renter's use. However, if you do use paper or plastic cups or glasses, please recycle them in the receptacles provided. **MICCS strongly promotes recycling at the Community Centre.**

## **General Garbage Disposal**

The Community Centre and its users are very responsible in keeping the Centre a garbage free zone. Mayne Islanders should understand that to maintain our low rental fees for community programs and activities, renters must be responsible for their own garbage produced while renting at the Centre.

## **Large Events: Garbage and Recycling Disposal**

Large events and groups are responsible for removing all the 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 an extra work or garbage and recycling removal for the cleaning crew. You can pre- arrange garbage and recycling removal with your Booking Agent well in advance to the event.**

## **Insurance**

MICCS carries general liability insurance to cover programs and activities for its renters. Special Events and exercise or fitness programs require adequate public liability and property damage insurance (See Special Event Rental Agreement). Seek instructions from your Booking Agent.

## **Equipment**

The Community Centre has tables, seating, and catering equipment for 100+ people, as well as a portable sound system, 1 piano and 1 digital piano. 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 found on our website:  
[www.mayneislandcommunitycentre.com](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, dish 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. (The use of the kitchen is included in private event package).

Cutting knives are never left in the kitchen but are kept in the utility room.

Please do not take dishcloths, dishware or glassware home with you- leave them at the Centre for the cleaning crew.

Wash all dishes and put away where you found them.

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.

You must also obtain extra insurance for public liability. Ask your Booking Agent for instructions.

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](http://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](http://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.

## **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 tentdeck.

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 Stack and stow chairs (10 high)
- **Kitchen stove and all appliances:** Turned off all appliances and stove
- **Dishes:** Wash and sterilize dishes and put away
- **Candles:** Extinguish all candles
- **Thermostats:** Thermostats down to 15 during winter and 0 in summer
- **Gas Fireplace:** Off
- **Lights:** Turn off all lights
- **Food waste and compost to be disposed of in appropriate bins!**
- **Powered door and all exterior doors:** Closed and locked

## During tent season:

- **Propane heaters:** Turn off propane heaters in tent area
- **Tent lights:** Turn off the tent lights
- **Tent walls:** Close up all tent walls
- **Cleaning:** Sweep and mop deck if needed

**\*\*\*Close powered door\*\*\***

**\*\*\*Take all recycling and/or garbage with you\*\*\***

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

-Mayne Island Community Centre Society