



## Purpose

This policy is to establish controls, fees, and clear processes for usage of Toquaht Nation's tók'waa?athiiic hišimiyi'yaak - Toquaht Gathering Place. This policy applies to all people granted use of tók'waa?athiiic hišimiyi'yaak including citizens, employees, Executive, contractors, and community partners.

## Overview

Toquaht Nation's tók'waa?athiiic hišimiyi'yaak is a large open hall available to citizens and for Toquaht business. This space can accommodate large and small gatherings such as weddings, funerals, community recreation, cultural events, and meetings. The hall's capacity is for approximately 150 people. Actual capacity will depend on the event and layout of the room and should be discussed in advance with the Manager of Housing and Infrastructure.

## Damage Deposit

- The hall is available free of charge however, citizens may be asked to pay a damage deposit.
- Damage Deposit is \$150.00 and will be sent to [finance@toquaht.ca](mailto:finance@toquaht.ca) prior to the event.
- Damage deposits will be returned within 10 days after the event after an inspection is conducted by the Manager of Housing and Infrastructure.

It is the renter's responsibility to leave all spaces tidy as described in the facility use checklist. The damage deposit will be retained if the building is NOT tidy after use.

The facility used must be cleaned by 8 am the day after a schedule event. Itemized clean up requirements are provided.

The fitness room is free of charge to Macoah residents however this policy applies to use of the room.

## Terms of Use

1. The organization or individual using the space shall be responsible for the control and management of the people attending the event.
2. The person signing the Request for Use Form accepts full responsibility for the costs associated with the replacement of equipment or repair of any damages incurred while using the facility. This includes the interior and exterior of the building.
3. Damage deposits must be paid no later than 5 days prior to the usage date. Within 10 days after the usage date, the damage deposit will be returned to the user. Please send damage deposit to [finance@toquaht.ca](mailto:finance@toquaht.ca).
4. The pick-up of keys for access to the facility must be arranged with the Manager of Housing and Infrastructure ([jackiea@toquaht.ca](mailto:jackiea@toquaht.ca)) during regular office hours (8:30 am – 4:30 pm, Monday to Friday) and will only be released upon full payment of the damage deposit.
5. This facility shall not be used for any event other than that stated in this usage agreement.



6. The Toquaht Nation Government retains the right to cancel any event for emergency situations.
7. Entertainment sounds levels are subject to the Toquaht Nation Public Order, Peace, and Safety Act and shall not cause disturbances to neighboring area residents. This building is in the heart of our community, please be respectful.
8. Events involving alcoholic beverages of any kind require approval from the Liquor Control Branch and a certificate of approval from that authority. Alcohol use will be strictly restricted to the main hall and the outdoor seating areas. Do not allow guests to wander away from the building with open alcohol.
9. The renter agrees not to conduct any business or activity that would violate any legislative provision including the Criminal Code of Canada.
10. The user will ensure that parking for the event will not curtail access to roadways and neighboring properties.
11. The hall is not equipped with a phone. Users are advised to have a cell phone in case of emergency.
12. The hall does have WIFI, and the password will be provided upon request.
13. The hall is a non-smoking facility (including cannabis use and vaping). Designated smoking areas are located outside of the facility.
14. The maximum occupancy of the łukʷaaʔath̓iic hišimiy̓ak is limited to no more than 150 people and based on table and chair configuration.

### **Contact Information & Booking Procedures**

To book the Toquaht Nation Community Hall and for more information, please fill out the Request for Use Form and submit it to our receptionist by email at [naomim@toquaht.ca](mailto:naomim@toquaht.ca).

The form may also be submitted in person to the Toquaht Nation Government Office located at:

1971 Peninsula Road,  
Ucluelet, British Columbia, V0R 3A0



**Request for Use Form**

**User Contact Information**

Name of Individual/Organization:	
Host Contact First and Last Name:	
Address:	
Phone Number:	
Email Address:	

**Event Information**

Type of Event:	
Usage Date(s) and Time(s):	
Event Start and Finish Time:	
Estimated number of guests (150 Max):	

**Requested Area(s):**

- Community Hall (Includes all facilities except board room)
- Kitchen (Indoor / outdoor)
- Board Room

**Signature:**

**Date:**

Toquaht Nation Office Use Only	
Reviewed by:	
Date:	
Damage Deposit:	\$150.00
Date Paid:	
Damage deposit returned:	



## Facility Use Checklist

We hope your event will be a success and that your damage deposit can be returned in full. The hall must be cleaned according to the following conditions to have your damage deposit returned.

<b>KITCHEN</b>		
<b>Dishes, pots, pans, utensils</b>	Washed and put away in appropriate place.	
<b>Dishwasher</b>	Interior screen cleaned of food debris and turned off.	
<b>Walls</b>	Wiped down; no spills or splashes.	
<b>Sink</b>	Cleaned and no food debris.	
<b>Oven</b>	Nothing left inside and wiped down; no spills.	
<b>Stovetop</b>	Top of the stove wiped down; no spills or splashes.	
<b>Countertop</b>	Wiped down.	
<b>Refrigerator/Prep Fridge/Freezer</b>	Nothing left inside; wipe down any spills or splashes.	
<b>Coffee Machine/Carafes</b>	Wiped clean. Clean carafes. Empty of coffee grounds.	
<b>Floors</b>	Swept and spills are mopped up.	
<b>Trash</b>	All trash taken out to dumpster in the parking lot.	
<b>Recycling/Cardboard</b>	Please remove all recyclable materials from the centre.	

### General Security:

- Before leaving, make sure all windows are closed and the inner building lights are turned off.
- Please do not adjust the thermostat as it is programmed to keep the hall at a comfortable temperature.

### Community Hall:

- Any decorations attached to any part of the interior or exterior of the building must be completely removed without damage to walls, ceilings, or other finishes. Please do not use staples, thumbtacks, nails, or screws to fasten decorations.
- All floors must be swept of debris.
- Any cigarette butts left outside of designated disposal areas must be removed.
- All garbage must be bagged, and the bags placed in the designated area.
- Chairs and tables must be neatly stacked and returned to their storage area.
- Tables and similar surfaces should be wiped clean of food or drink.
- All personal items must be taken out of the hall at the end of your rental period.

### Meeting & Board Rooms:

- Before leaving, turn off the lights and television.
- Wipe down tables if necessary.
- Remove garbage from tables and place in receptacle provided.

### Fitness Rooms:

- All fitness equipment must be put away and stored in their designated places (e.g., weights returned to stand, yoga mats rolled and stored).
- Wipe down all equipment used with cleaning solution provided.



**Damage:**

- Any damage to the facilities or equipment during the rental period must be immediately reported to the Manager of Housing and Infrastructure.

Basic cleaning supplies are located in the kitchen.

An inspection will be done prior to return of the damage deposit.

**Usage Agreement Form**

By signing this form, I, \_\_\_\_\_, consent to the Terms of Use and facility clean up instructions set out in the tük'waaʔath̄iic hišimiȳak Use Policy.

**Signature:**

**Date:**

Toquaht Nation Office Use Only	
Reviewed by:	
Signature:	
Date:	
Event Name:	
Event Date(s) and Time(s)	
Rental Fees:	
Damage Deposit returned (yes/no/partial) and to whom:	



## Toquaht Staff - Internal Process for Booking the Community Building

Toquaht staff are allowed to use the community building for work related events and meetings for free. If you would like to book the Community Building for a meeting or event, please follow the steps outlined below:

1. Select date/time from Community Building calendar. If you don't have access to this calendar, email [kathyw@toquaht.ca](mailto:kathyw@toquaht.ca).
2. Make sure to mark the time slot as "busy."
3. Add the title of the meeting or event and location you wish to use (e.g., hall, kitchen, board room, meeting room).
4. Add people you'd like to invite if applicable.
5. In the notes box include:
  - Who is setting the meeting or event up.
  - Who is responsible for the meeting or event (including contact info).
  - Who is coming and/or how many people are to attend.

Please note:

- Bring anything that you need to make your meeting comfortable (i.e., coffee, tea snacks).
- You are responsible for catering and preparing coffee, tea, snacks, etc.
- You are responsible for leaving the areas used free from garbage, leftover food, etc.
- If you use the kitchen, you are responsible to tidy counters and run any dishes through the dishwasher and put them away.
- Please contact Jackie – [jackiea@toquaht.ca](mailto:jackiea@toquaht.ca) if there are any concerns while using the building.
- Please contact David – [davidj@toquaht.ca](mailto:davidj@toquaht.ca) for afterhours concerns (after 4:30pm and on weekends).