



EDGE LEARNING CENTRE Rental Agreement 21/22

Please read carefully through the following Terms and Conditions of the EdGE Learning Centre Rental Agreement.

Upon the return of the signed Google Form / Agreement, your rental request will be confirmed.

The Program Director will text you a key code to access the building.

Terms and Conditions

1. We ask you to keep your health and safety in mind by following all current Northern Health and Provincial Health Order guidelines for meetings and gatherings. Please sanitize your hands upon entry, open windows for ventilation, turn on the air purifier in your room. Stay home when you are not well. Please sanitize your touch points upon exit.
2. Your party agrees to bring their own consumable supplies, including paper and pens. We do not have access to any Heartwood materials or consumables. This includes all materials in cupboards, teacher's desks, bookshelves, and art shelf. Use of these products without permission will not allow us to continue to share the space.
3. We are creating a shared art supplies shelf for EdGE collaborative users. Please consider if you have materials to donate to the greater community such as: paints, art paper, pens, pencils, scrap paper, markers, etc.
4. Your party agrees to leave the space in the same condition, or better than what you came into. We follow the no trace left behind principles. Please complete the cleaning and exit check list at the end of each use. Sanitize all high touch surface points.
5. Not completing these tasks will result in your rental party incurring a janitorial charge of \$25/hr to clean the classrooms.
6. To complete your rental agreement, you are requested to take a picture of the completed checklists with your signature. Once the key is placed back in the loc, please text the Program Director at (250) 643-2324 the completed checklists. Please note that lost keys will result in a \$50 replacement fee.

Learning Centre Cleaning Checklist

1. Sanitize all touch points, tables, light switches, etc.
2. Floors swept
3. Floors Vacuumed, including entry way rugs.
4. Floors Dry and then Wet Mopped. Use the Nutra Cleaner for the floors.
5. Wash down tables
6. Garbage's taken out and new bags put in.
7. Bathrooms cleaned

EXIT Checklist

- 1. Have you completed all the cleaning checklist steps?**
- 2. Windows locked**
- 3. Lights off**
- 4. Key put in the lock box**
- 5. Text Program Director at (250) 643-2324 to confirm**

Full Name:

Phone Number:

Signature:

We are happy to support collaborative learning projects in our community. If you feel inclined to make a donation towards the operating costs of this society, you are welcome to leave a cash donation or e-transfer treasurer.bvcls@gmail.com

EdGE Learning Centre