

Driftwood School Rental Policy

The Driftwood School (hereinafter referred to as the School) is a facility owned by the Glenwood Hall Committee and managed by the Driftwood School Restoration Committee. The School is a community facility available to rent for recreational, cultural, community and private uses.

Please Consider:

- In the interests of health and safety and in the event of an emergency, renters are advised to have a cell phone, or other such device, as the School does not have telephone service.
- The School is a rural building - please sanitize all counter tops before using the kitchen as mice like to come and visit when nobody is around.
- The renter assumes the responsibility for obtaining food and liquor permits as required. These are available from Northern Health and the Liquor Store/on-line.

Facility Use

- a. The renter assumes full responsibility for loss, theft, or damage to the School or equipment during the rental period. Any damage to the School or grounds during the rental period must be reported immediately to Doug Wiggle 1(250) 777-4585.
- b. School equipment must remain within the School.
- c. The School is a non-smoking facility. Renter must ensure that the School is used as a non-smoking facility. Please use ashtrays for outside – fire hazard!!!
- d. Renter is responsible for returning the School to a clean and orderly state.
- e. All fees are payable to the School at booking or before the key is picked up.
- f. The School accommodates 50 people. This is in accordance with local fire regulations.
- g. The School provides toilet paper, hand soap and paper towels for bathrooms. Please note that there is no running water at the School and only an outhouse for a washroom.
- h. The Hall provides firewood for the stove. The fire is the renter's responsibility. Please do not burn table paper or garbage as this causes a buildup of creosote in the chimney. Please ask for help if you are unfamiliar with using fire places.

- i. Campfires are only allowed in the one designated area and after checking with the Forest Service about fire warnings. Bring your own firewood.

Clean-up Instructions

The School must be cleaned and left in an orderly state according to the following conditions:

- All chairs and tables cleaned and returned to where they were found.
- Walls/Ceiling decorations attached to any part of the interior or exterior must be completely removed without damage to walls, ceilings or other finishes. Please take this into account when decorating for your function. Absolutely no staples or duct tape please! Use existing hooks in ceiling and beams.
- Floors must all be (dry) swept. Spills need to be wiped up. Excess water left on the floor will cause damage. The washing of the floors will be done by the custodian.
- Garbage including empties must be bagged and removed from the property.
- It is the full responsibility of the Renter to ensure that all doors and windows are locked at the end of the event. All interior and porch lights and fans must be turned off.
- Key must be returned to Doug Wiggle, as per your arrangement.
- Exterior/Grounds must be returned to their pre-rental condition. Thanks for picking up cigarette butts, bottles, and cans.

I have read the “Driftwood School Rental Policy” and “Driftwood Clean Up Instructions” and agree to abide by this contract:

Name: (print) _____
Address: _____
Organization/Group: _____
Phone # _____ Cell # _____
Alternate Contact: _____
Date and Time of Rental: _____
Signature: _____
Contact: _____

School viewing, signing Rental Policy, key pickup and cheques drop off, and key return:
Doug Wiggle 1(250)777-4585