



Thetis Island Community Association

**Forbes Hall
Regular Use Agreement**

The Thetis Island Community Association (TICA) oversees the management of the Forbes Community Hall. Members of TICA are encouraged to enjoy the use of the facility. Organized groups of TICA members using the hall on a regular basis are asked to agree to the following guidelines:

- The facility must be booked with the Hall Manager on an annual basis
- The group event must have a contact person
- The group event will be published on the on-line Weekly Hall Calendar of Events
- The group agrees to follow the guidelines listed in the Forbes Hall Clean-up Rules including sweeping the floors after each use (unless shoes were removed)
- The group understands that there may be an occasional need to cancel the group activity in order to accommodate a special Thetis Island event
- The contact person (or other designated person) agrees to remind group members to record their Hall usage in the “sign-in book”. These numbers will provide the necessary documentation for grant funding applications.
- The contact person agrees to let the hall manager know 2 days in advance if the group event is to be cancelled. The hall manager will post the cancellation on the weekly calendar of events
- The group is asked to contact the Hall Manager should they find the hall in an unclean condition.

GROUP NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

DATE: _____ **TO DATE:** _____

Please fill out form and return to:

Hall Manager, Box 14-0, Thetis Island BC, V0R 2Y0