



MARSH LAKE COMMUNITY SOCIETY

ACKNOWLEDGEMENT

I ACKNOWLEDGE that my possession of a Key Fob to access the Marsh Lake Community Center is subject to my strict compliance with the following conditions:

I ACKNOWLEDGE that I have read and understood the attached conditions of use as set out in the MLCS Usage Policy

I UNDERSTAND that a deposit of \$25.00 is required to obtain a Key Fob to the Community Center. This money will be refunded when I return the Key Fob to the Manager.

I UNDERSTAND that the key fob is for my use only, and that I am **prohibited** from giving this key fob to any person who is not authorized by the community center manager to possess it.

I FURTHER UNDERSTAND that if I violate this condition by relinquishing possession of this key fob to an unauthorized person, I may, in the discretion of the Manager, be prohibited thereafter from receiving a Key Fob to the Marsh Lake Community Center for a period not exceeding one year.

Contact Information

Name : _____

Phone Number : _____

Email Address: _____

Dated this _____ day of _____ 202__

SIGNATURE



Marsh Lake Community Centre User Responsibilities (taken from MLCS Usage Policy)

5.0 All users of the Center and or its equipment are bound by the conditions of use set out in this policy.

5.1 Users are responsible for leaving the Community Center and its equipment in the same condition in which it was found.

5.2 Users are to immediately report any damage to the facility or its equipment to Community Center staff.

5.3 Users are to immediately report those who are observed disrespecting the facility or its equipment to the Community Center Manager.

5.4 Users may not smoke or vape inside the Community Center;

5.5 Gambling is prohibited unless licensed by the Yukon government with the consent and approval of the Board.

5.6 Users accompanied by children must comply with the Community Center's **STANDARDS OF SUPERVISION** as outlined below:

Children aged 0 – 6

Must be supervised by a guardian*, or responsible adult who must remain within line of sight of the child at all times while the child is in the Marsh Lake Community Centre or using the Center's playground, the soccer pitch or the outdoor rink. The supervising guardian should be in the same room or have the child visible from an adjoining area.

Children aged 7-9

Must be "actively supervised" by a designated guardian* or responsible adult at all times while the child is in the Community Center or on the grounds of the Community Center. "Active supervision" requires the guardian to be in the centre and be aware of where the child is and what they are doing, but not necessarily in the same room or within a direct line of sight of the child.

Children aged 10-11

Must have a designated guardian* or responsible adult accessible to the child by phone or available to the child through reasonably close physical proximity (the guardian should be in the vicinity of the Community Center) while the child is visiting the MLCC or using its equipment. *A designated guardian may include a child over the age of 14

5.7 No user shall use obscene language or exhibit loud, disruptive, disorderly or aggressive behaviour towards staff, other members or guests while on the grounds of the Marsh Lake Community Center.

5.8 No user shall willfully damage the property or equipment of the Marsh Lake Community Center.

5.9 Any user found violating conditions 5.5, 5.7 or 5.8 may be asked to leave the grounds of the Center by the Manager.



5.10 If asked to leave the Community Center by the Manager, the user must do so immediately.

5.11 A breach of conditions 5.5, 5.7, or 5.8 may, in the discretion of the Manager, be the subject of a formal written complaint to the Board.

5.12 A user who neglects or refuses to leave the community center grounds after being asked to do so by the Manager shall be the subject of a formal written complaint to the Board.

5.13 Where a complaint is lodged against a user for a breach of condition(s) the user is not permitted to return to the Center until the conclusion of the breach hearing by the Board of Directors.

5.14 A user who returns to the Center in violation of condition 5.13 shall be the subject of a further formal written complaint to the Board.

5.15 Upon receipt of a complaint of a breach, the Board shall hold a hearing into the complaint at any time after 14 days written notice to the user whose behavior is the subject of the complaint.

5.16 If a user who is the subject of the complaint fails to attend the hearing after being duly notified, the hearing may proceed in his or her absence.

5.17 A person accused of a breach of these conditions of use, has the right to make full answer and defence at the breach hearing.

5.18 Where the Board determines that a user has breached conditions 5.5, 5.7 or 5.8, the Board may order and direct that the user be barred from entry to the Center and its grounds for a period not exceeding 6 months.

5.19 Where the Board determines that a user has committed multiple breaches, the Board shall impose a separate sanction for each breach.

5.20 The Board may direct that the sanctions imposed for multiple breaches be applied consecutively.

5.21 Where the Board determines that a user has breached condition 5.12 or 5.14, the Board of Directors shall order and direct that the user be barred entry to the Center and its grounds for a period of not less than 6 months and not exceeding 12 months.



Opening and Closing the Community Centre 24 Hour Access FOB

Opening:

Side Entrance (Equipment Room)

To turn alarm off: Enter your 4 digit code

Didn't Work? Press # and enter your 4 digit code again.

Closing:

- Turn all lights off
- Make sure all doors and windows are closed and locked
- Arm the Main Area Security Panel

Once the light is green on the alarm panel:

(The light might not be on because the doors are not closed properly)

- Enter your 4 digit code
- You will be prompted to enter "0" to arm
- Red light should come on next to the green light
- 90 sec count down before alarm activates
- Make sure door closes properly

Forgot something inside? Re-enter your code to turn alarm off.

Urgent Problems? Call Kyla 334-5890 or Cyndy 660-4335 or 332-7029