



STRATHCONA WILDERNESS INSTITUTE
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Strathcona Park Wilderness Centre : Rental Agreement Form

Name : _____

Date(s) of use: _____

Times (from/to): _____

For what purpose:

Renters Agreement

We (_____) agree to take full responsibility while using the SPWC building and to report and pay for any damage or theft resulting from our activities. We guarantee the building will be kept locked when not in use. The key code will not be given to any other person or group.

We understand the rental charge is \$100 per floor and agree to pay 50% deposit 15 days before the start date and final payment within 30 days of rental date.

Before leaving, we agree to follow the lock-up procedures. We will leave the premises as we find it, clean and tidy. Further charges may be requested if extra cleaning is needed.

*****see lock-up procedures over*****

The renter takes responsibility for clearing an entrance. We also realize that on occasion, because of heavy snow, the basement may be too difficult to access. We agree not to use the building for overnight accommodations.

Permission given by
a SWI director
(print name): _____

Organiser responsible:
(print name): _____

Signature: _____

Signature: _____

Date: _____

Date: _____



Rental and Lock-up Procedures : Strathcona Park Wilderness Centre (SPWC)

While renting SPWC the renter must use the following procedures. The renter takes responsibility for clearing snow from the front entrance. We also realize that on occasion, because of heavy snow, the basement may be too difficult to access. The upper and/or lower rooms should be kept clean and the floors swept. Booties or indoor shoes are recommended.

Note that the water system has been turned off, so that the toilet in the lower level should **NOT** be used.

While the building is not occupied further procedures must be followed:

- leave room clean (**pack out all garbage**)
- replace tables and chairs to their original locations (photo attached)
- ensure that the heating thermostat is set at the correct temperature (3°C) –see note below.
- lock all windows
- turn off all lights (except basement security lights which will not turn off)
- ensure that all doors are locked and key for lower floor returned to its place upstairs.

NOTE re HEAT and CLEANING:

If we find that the heat thermostats are not turned down, then we will impose a \$50 surcharge to cover costs.

If the room(s) are not left clean, tidy with chairs and tables returned to their places, we will charge the cost of bringing up a cleaner from Courtenay at \$100.

NOTE re the LOCK on the lower floor. There is a self-locking lock installed in the door to the Ruth Master's Nature Hall. Please remember to take the key with you when you exit. Please **DO NOT** leave the door propped open, even if exiting for a short period of time.

