



HALL RENTAL GUIDELINES

- A maximum of 5 people are allowed to practice unless the hall has been reserved for a larger group. Larger groups will incur extra fees.
- If not paying by credit card, please put any payment, cash or cheque, in an envelope and insert in the locked mailbox on the door across from the office. Make sure your name and the date of rental is clearly marked on the envelope.
- Late cancellations will be charged the full rental fee, barring unexpected severe weather conditions. Cancellations of rentals of 2 hours or less must be made at least 24 hours in advance of the reservation. Cancellations of rentals of more than 2 hours, but less than a full day, must be made at least 48 hours in advance of the reservation time. Full day rental deposits are non-refundable. Cancellations of full day rentals must be made at least 14 days in advance.
- The person or association/club making the reservation is responsible for the condition of the hall, as well as any equipment used and for payment of the rental cost. Please provide the name of the person responsible in your request e-mail. If you are renting on behalf of an association or club, please include the name of same.
- An individual entry code which unlocks the front door of the centre will be provided to the renter. Only the person responsible for the rental will be given a code. In the case of a club or association rental, a maximum of two members of the group may have the code. **Do not give the key code to anyone other than the aforementioned without prior authorization from Blue Ribbon.** Should you forget your code, please advise us immediately and a new one will be assigned to you.
- Everyone is expected to pick up after their dogs, inside AND outside. Only the trash can inside the front door may be used for dog waste. Used poop bags may not be left outside the front door.
- Parking is available in the three spots to the left of the front door only. Otherwise you must park on the street. Please obey the parking signs to avoid a ticket.
- No slushy, snowy or muddy footwear is allowed in the training area **at any time**. Please leave all soiled boots in the waiting room.
- Please handle the training equipment (jumps, etc.) with care and return it to its original place at the end of your practice.
- Before leaving, remember to...
 - In winter, lower the heat thermostat back to 15°, if you have raised it.
 - Turn off all lights. Turn off fans if used.
 - Close all doors in the building.
 - Double check that the front door is locked!

To reach Louise: **514-420-0101**
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