



Station House Rules and Regulations

Bookings can only be made through online booking by MRCA Members who maintain active membership status. We require bookings to be made at least one week in advance through bookings@mrca.ca. If you need to book sooner and the space is available, efforts will be made to accommodate your request.

To ensure that the facility is maintained and available for the enjoyment of all Mount Royal community members, the following requirements have been put in place.

Hours of Operation

There are two daily timeslots available for booking --10:00am to 4:00pm, and 6:00pm to midnight. Due to constraints and reasons of practicality, bookings for partial timeslots are not accepted. The Renter agrees to vacate the Station House according to the noted times.

All morning events must end by 4 p.m. to allow for sufficient clean up time. If the Station House is booked by two different parties on the same day, our cleaner will need access to the building from 4:15 to 5:15. All evening events must end at a time sufficient to lock up the Station House no later than midnight. As the facility is adjacent to residences, we ask that you be considerate of this.

Cancellation of Bookings

Cancellations must be made no later than a week prior to the event, in order to receive a full refund of the deposit. For cancellations occurring less than a week, please contact bookings@mrca.ca

Damages

The Renter shall leave the Station House as they found it. This is to include equipment, rooms, bathrooms, grounds and exterior of the building. The person(s) or organization renting the Hall shall be responsible for any and all damages, breakage or loss occurring by any person attending the function and shall reimburse MRCA for any costs incurred in repairing the damage, replacing breakages or losses. The Renter shall acknowledge that they may



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forfeit a portion of, or the entire damage deposit at the discretion of the MRCA, and that additional replacement or repair costs in excess of the damage deposit will be invoiced to the Renter.

Parking

There is parking adjacent to the clubhouse in the Mount Royal neighbourhood.

Decorating the Station House

The inside of the Station House may be decorated. However, no tacks, pins, nails or screws are permitted to be used on the walls or floors, nor any duct tape, Scotch Tape or packing tape. No confetti, rice or glitter is allowed, and you may incur additional cleaning charges applied against your security deposit if those items are evident after the event.

NOTE: No signs or decorations are to be attached or in any way affixed to the Station House exterior.

Cleaning

In addition to ensuring the Station House is left clean and ready to accommodate the next event, all liquor, food and personal belongings must be removed following the event. Regular garbage must be bagged and left in the kitchen. The refrigerator, if used, must be cleaned out. Any crockery, cutlery or glasses, if used, must be placed in the dishwasher. All lights should be turned off and internal doors locked. Please refer to the checklist posted in the kitchen, completing all items in "Post Event Checklist".

NOTE: All recycling (aluminium, glass and plastic) items must be removed completely.



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The Station House will be inspected after each event to ensure it is left in an undamaged and properly cleaned condition before the damage deposit is refunded. Should damage exist or extra cleaning is required, MRCA will hire labour to perform the necessary tasks and will charge the associated costs to the Renter. Any fixtures, appliances, or the like that are not operating correctly should be reported as soon as possible to bookings@mrca.ca.

Serving alcohol

The Renter may serve alcohol at their event provided they follow Alberta Gaming and Liquor Commission (AGLC) requirements and obtain the necessary license. A [liquor license](#) from the AGLC must be obtained by the organizer and a copy emailed to bookings@mrca.ca prior to the booking and displayed at the Station House during the event.

NOTE: The AGLC does not allow homemade wine, beer or liquor to be served.

Safety

Pyrotechnic equipment, candles or any other source of ignition are not allowed in the Station House or on its balcony. Absolutely no weapons are permitted on the premises. Emergency exits, corridors, fire panels, fire extinguishers, exit lights and alarms must remain clear and accessible at all times. All occupants of the building must exit immediately upon the sounding of the Hall's fire alarm. Information concerning any incident / injury occurring at the Hall must be reported to MRCA as soon as possible; for emergencies contact 911 immediately.

Smoking

No smoking is allowed in any part of the Station House or on the deck.



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Animals

With the exception of service animals assisting a person with impairment, animals are not allowed in the Hall or on the deck.

Kitchen

The Renter is responsible for supplying their own tea towels, dishcloths, table napkins, bar glasses, foam cups etc. Any kitchen utensils, glasses and crockery needed beyond those supplied by the Hall are the responsibility of the Renter. As mandated by the Calgary Health Region, no “home prepared” food may be served to the public. Food items cannot be left or stored in the Hall until the day of the booking and must be removed at the end of the booking. Glass bottles are allowed in the Station House, but absolutely no glass bottles are permitted outside of the building.

Insurance Coverage

The Renter must acknowledge that MRCA does not provide any insurance coverage for the Renter’s participants or activities.