

RULES FOR THE USE OF LONDON DRAGON BOAT CLUB INC. EQUIPMENT

GENERAL

Below are detailed rules governing the use of all London Dragon Boat Club Incorporated (LDBCI) equipment by community groups. Compliance with these rules will be monitored by the LDBCI. FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THIS PERMIT BY THE LONDON DRAGON BOAT CLUB INCORPORATED.

RESERVATIONS

1. LDBCI, Fanshawe Yacht Club or Rowbust Members shall have first claim to the use of the equipment and associated facilities at all times and any agreement made with an outside organization will be contingent on the needs of the programs of the aforementioned clubs and such agreements may be terminated or altered at any time.
2. All use of LDBCI equipment by outside groups shall be automatically cancelled when facilities are unusable due to weather conditions, lake conditions or any conditions deemed as unsafe by the Upper Thames River Conservation Area (UTRCA) or the LDBCI.

USE OF EQUIPMENT and by extension Fanshawe Yacht Club FACILITIES

1. **ADEQUATE ADULT SUPERVISION** (Adult is 21 years of age or older) must accompany all rental groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the supervisor to ensure that the participants remain within the designated rental areas, that damage to the equipment, building and grounds does not occur and that all group participants leave on or before the ending time of the rental permit. LDBCI personnel will be onsite to monitor all groups to ensure adequate supervision is maintained. Youth group members must not use the equipment until a supervisor is present.
2. The Fanshawe Yacht Club and the Upper Thames River Conservation may require a concurrent Permit to be issued for the use of the Facilities. If this is necessary, this will be communicated by the LDBCI to the community group prior to the approval of the requested permit.
3. The use of equipment or grounds must be confined to the hours specified by the applicant. Each rental group will inspect the equipment and facilities with the LDBCI onsite representative prior to use. Any damage, problems during the event, extended time and additional hours for set-up/clean-up will be noted on this report. Any additional costs will be assessed to the Permit Holder. The equipment and the facility must be left in the same condition the group received it for use.
4. The LDBCI will seek full restitution for any damage done to its equipment, buildings or grounds by the rental group.

5. Permit fees shall be paid directly to the London Dragon Boat Club Inc. Cheques are made payable to the London Dragon Boat Club Inc. Permits will be held until payment is received. Once payment is received, the permit will be released to the organization. Any bank charges will be the responsibility of the group.
6. In default of payment or non-compliance with any conditions for use of equipment and facilities, as specified above, the accommodation will not be available.
7. Groups who cancel a permit must inform the LDBCI in writing, seven days before the event. There will be a cancellation fee of \$25 if notice is less than seven days. The cancellation fee will be deducted from the amount of the refund. Organizations who alter the permit will be granted one free alteration to the permit. There will be a \$10 processing fee for each subsequent alteration.

LIABILITY AND INSURANCE

The rental organization agrees to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. To release the LDBCI Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.
3. To supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$2 million, naming the "London Dragon Boat Club Incorporated" as an additional insured on the policy.
4. During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless the London Dragon Boat Club Inc. from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises.

MISCELLANEOUS

1. The LDBCI will designate a representative or representatives that will be on site during the time period that the equipment is being used.
2. Permits are not assigned or transferable.
3. Vehicle parking is permitted only in designated parking areas.

FIRE PREVENTION

1. The seating capacity in the FYC clubhouse must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
2. In compliance with Fire Regulation, immediately on the sounding of the fire alarm, the occupants of the clubhouse will be required to leave by the nearest exit. Only when the fire is brought under control

or it is determined that it is a false alarm by a LDBCI/FYC person of responsibility, will the occupants be allowed to reenter the clubhouse.

SECURITY AND EMERGENCY PROCEDURES

1. All persons supervising the event must be aware of the location of First Aid and Safety Kits. A Safety kit must be on each dragon boat or safety boat that is in use.
2. Group renting the facilities must ensure a designated supervisor of the event has a mobile phone to contact emergency services if required.
3. In the event of an emergency: Procedures and contact numbers are located by the two phones on site. One location is in the clubhouse and a second is in the brown call box located at the top of the north boat ramp.
4. It is recommended that the Rental Group Supervisor on site be currently certified in first aid.

I, as the supervisor of the Rental Group, have read and understand the above rules governing the rental of LDBCI equipment:

Signature: _____

Print Name: _____

Organization: _____

Date: _____