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## **Cosburn Park Lawn Bowling Club Guidelines for Off-Season Clubhouse Use**

Members who wish to use the clubhouse during the off season must submit an event plan to the Board for prior approval. The following guidelines outline the responsibilities and tasks required to host a successful event.

### **Convenor**

Every event must have a Convenor who:

- is the member who accepts responsibility for running the event in accordance with the guidelines established by the Board
- is present at the event from start to conclusion
- in the event of an emergency, acts as the Charge Person as specified in the club's Emergency Action Plan

### **Who Can Attend**

Only current members of Cosburn Park—those that have signed a liability waiver and whose name appears on the OLBA membership roster for Cosburn Park—are eligible to attend. Non-members are not covered by our insurance and not permitted to attend off-season events.

### **Before the Event**

Before members arrive, the convenor will ensure:

- the outside walkway is shoveled and clear of snow/ice and salted if needed
- the verandah is shoveled and clear of ice/snow and salted if needed
- the crash bar on the east door is unlocked—members should access the club via the east door by the men's locker room
- the heat is turned up to 20°C (70°F)
- the washrooms are stocked with supplies—hand towels, toilet tissue, hand soap. Refill if necessary.

### **During the Event**

- Ensure no activities endanger the health, safety, and wellbeing of those in attendance.
- Ensure all club equipment is used in a safe manner and is protected from loss, damage or theft.

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- Remind all those in attendance that alcohol consumption is not permitted on the premises.

## At the Conclusion of the Event

- Ensure the walkway and verandah stairs are safe for members to walk on. Shovel or salt if needed.

### Main room

- Put away all tables and chairs.
- Vacuum the main room of the club house—if needed.

**Kitchen.** If the kitchen was used for any food or beverage preparation:

- ensure all appliances (if used) are off and unplugged, including the coffee maker (unplug it), the stove, the warmer, etc.
- ensure the fridge doors are tightly closed
- food is not left in fridge
- sweep the kitchen floors
- wipe down all counters and food service areas
- wash and dry all dishes, cups, cutlery, etc.

### Washrooms

- Ensure washrooms are left in a clean state, ready for the next event.
- Restock all washroom supplies as needed—toilet tissue, paper towels and hand soap.

**Empty all garbage cans** and put garbage and recycling in the appropriate bins outside. Replace the liners.

**Check** that participants do not leave personal belongings behind.

**Turn the heat down** to 15°C.

**Turn off all lights.** The porch lights stay on.

**Lock the crash bars** on the doors.

**Lock the gate** on Durant Ave.

