INFORMATION FOR RENTERS OF THE
LANDMARK EAST ROTARY RECREATION CENTRE

Landmark East is first and foremost a school and home-away-from-home for our students. We are delighted to welcome community groups into the Landmark East Rotary Recreation Centre and we have a high expectation that all renters will support us in maintaining a campus that is safe, respectful and welcoming for everyone.

It is the responsibility of all renters to make themselves familiar with the following information.

Academic

- see School Campus and Student Consideration Information on Landmark East School website (landmarkeast.org)

Access Control

- each rental group will be given a personal code to a keypad
- the code allows entrance to the venue 15 minutes prior to booking time
- exit must be within 15 minutes of booking time (unless previously arranged with LME)
- ensure doors are securely closed at all time, including when using the facility and upon departure

Cleaning & Supplies

- cleaning and replenishment of washroom supplies will be taken care of by the school on a daily basis
- if supplies are running low, please leave a message by calling (902-542-2237) or emailing (jcloutier@landmarkeast.org)
- any spills and messes must be promptly cleaned with paper towels and debris/garbage placed in trash cans

Closures

- the renter will be notified by the LME contact (Kevin Dickie, 902-679-8728) or designate (Mike Elliott 902-698-3141) in emergency situations where circumstances beyond the school's control will not allow access to the campus or the gymnasium

Emergencies

- renters must reach out to the LME contact (Kevin Dickie, 902-679-8728) or designate (Mike Elliott 902-698-3141) for issues that require immediate attention
- this information will also be posted inside the gymnasium

Equipment

- all pickleball, badminton, volleyball, basketball nets are supplied by school
- to avoid damaging the floor, all poles must be carefully placed in and removed from floor sockets
- all other equipment (balls, shuttles, racquets, paddles, etc.) must be supplied by the rental group
- all gymnasium equipment must be removed from and returned to the storage areas
- any equipment that is damaged or lost will be at the expense of the renter and is to be reported as soon as possible to the LME contact (Kevin Dickie, 902-679-8728) or designate (Mike Elliott 902-698-3141)

Footwear

- under no circumstances are high heels permitted in gymnasium
- outdoor footwear is not to be worn in the gymnasium when the floor is not covered with its protective system

Holidays

- a calendar of school holidays and special events is on school website
- the Recreation Centre will be available to rental groups on most holidays

Hydration

- a water fountain with bottle filling function is located in the vestibule

Insurance

- all rental groups must provide proof of insurance prior to initial booking

Internet

- WIFI is available and is clearly posted in the vestibule

Medical

- renters are required to call 911 for any urgent issues that require onsite attention
- a basic first aid kit will be accessible, and an AED Defibrillator will be in the venue
- all medical issues/injuries during booking hours should be reported to the LME contact (Kevin Dickie, 902-679-8728) or designate (Mike Elliott 902-698-3141)

Neighbourhood

- Landmark East School is in close proximity to a safe, quiet residential neighbourhood

- all renters are expected to be considerate with respect to music, noise and inappropriate language
- harassment, discrimination, intimidation, hate speech, fighting, or threatening behaviour are prohibited on all school property

Outside Clothing

- outdoor attire (coats, boots, etc.) can be hung in the vestibule area

Parking

- as of January 2027, approximately 16 parking spaces will be available on the north side of the venue
- overflow parking has generously been made available by Elderkin's Farm Market (almost directly across Main Street); a crosswalk is in front of the school.
- no parking is permitted on other areas of the campus during weekday academic hours
- parking is permitted on other areas of the campus during March Break, Christmas Break and summer months when students and staff are not on campus
- our campus is an idle-free zone
- there is one accessible parking space available at the front of the Recreation Centre

Payments

- with respect to long-term rentals, invoices will be issued monthly, unless alternate arrangements have been made with the school
- if a group wishes to pay in advance for the entire booking term, this arrangement can be made as well

Personal Items

- the school is not responsible for any lost or stolen personal items

Public Transit

- there is a bus stop directly in front of the school

Rental Agreement

- the rental agreement is on line through the LME website (landmarkeast.org)
- this agreement must be signed prior to initial booking
- a rental security deposit of $250 must be paid upon booking request to hold the time slot each term
- the deposit will be deducted from the first month's invoice

Right of First Refusal	• each long-term booking made in 2027 assures the same time slot for subsequent years
Security	• the Recreation Centre is secured with internal and external cameras, and an alarm system
Substance Usage	• all alcohol, tobacco, marijuana, vaping, and illicit drugs are strictly prohibited on the LME campus and in all buildings, including the Recreation Centre
Washrooms	• there are two (2) gender neutral washrooms in the vestibule • there are no change rooms or showers