

Fort Sackville Foundation Property Use Regulations

1. All users must promptly notify the Fort Sackville Foundation of any maintenance or safety concerns.
2. A member of the Fort Sackville Foundation must be in attendance to open, monitor and close the building.
3. Smoking is not permitted in the Scott Manor House or anywhere on the grounds.
4. No one shall do or omit to do anything that increases the risk of fire, including:
 - a. No candles or live flames are allowed in the house or elsewhere on the grounds.
 - b. Except as further noted, no flammable liquids, explosive or dangerous materials shall be stored or used in the house or on the grounds. Small quantities of flammable liquids that are needed for maintenance-of-the-facilities purposes may be stored in the Carriage House.
5. All Public Health Protocols in effect at the time of use of the facilities must be strictly followed.
6. Users shall not create any noise or odours that would be objectionable to the Fort Sackville Foundation or its neighbours.
7. No confetti may be used anywhere on the property.
8. Digging is not allowed anywhere on the property, except in the designated garden areas.
9. No tents may be used without prior approval from the Fort Sackville Foundation.
10. Exclusive use of the property, and particularly the grounds, is not possible. Be aware that members of the public may access the property at any time.
11. All waivers required to occupy the property must be signed at least two weeks in advance of their associated event.
12. No nails, pins, staples or adhesives, even temporary-use 'non-damaging' adhesives, may be used within the house on any walls, floors or ceilings.
13. Except as further noted, no paints or dyes of any kind may be used within the house for any purpose other than maintenance. Permission may be granted for the use of water-based paints in the North Room under the following conditions:
 - a. Specifically provided carpets/rugs must be used to cover the floor beneath all the tables that are being used for the painting activity.
 - b. Painting must take place on tables that are covered with the tablecloths provided, and extra tablecloths must be used to cover any links/gaps between the tables.
 - c. Garbage bags must be placed over chairs to protect them from spills and splatter.
 - d. Paint supplies must be prepared in containers no larger than 250 mls for use during the activities. The preparation of containers of paint must have been completed before their arrival at Scott Manor House.
 - e. A dispenser containing a mixture of dish soap and water, along with clean rags, must be provided by the user and be available at all times in case of a small spill. Should any paint accidentally meet a surface, it's removal must be immediate, using as appropriate the pre-

mixed soapy solution. Any residue will be removed with a damp cloth. Lemon juice or vinegar may also be used to remove any remaining spilled water-based paint.

f. Everyone using the paint must be reminded to exercise caution at all times.

14. Parking space for 8 - 10 cars is available on the property, with additional parking on the street. Parking is not permitted on the lawn or on any grassed areas.
15. Dogs are not allowed in the house, except certified service dogs.
16. If liquor is served, permission must first have been received from the Fort Sackville Foundation. As a prerequisite, both a provincial licence and liability insurance are required, and copies of the licences and any related policies must be provided to the Fort Sackville Foundation prior to permission being granted.
17. Tea kettles/coffee urns or similar heating appliances must be unplugged after use.
18. A washroom with enhanced accessibility is available on the main floor. However, this washroom does not fully meet all accessibility needs.
19. The room occupancy limits posted throughout the house must be respected.
20. The codes needed for disabling and setting the house's intrusion alarm are matched to the serialized keys and are provided to the registered borrower only. These codes are not to be shared.
21. Duplication or re-lending of keys to the property is not permitted. Keys that have been loaned are only to be used for the purpose behind their initial loan. All keys are to be returned to the House Coordinator when no longer required.
22. The house and grounds must be left in the same condition as found; ensure all waste is removed. If used, portable tables and chairs must be returned to their original locations.
23. Since they serve as Fire Exits, the two rear exits from the house must be unlocked whenever the house is occupied.
24. The front door of Scott Manor House must be monitored both as guests/attendees enter and throughout the event in order to discourage/prevent unauthorized entry.
25. When preparing to leave the house, ensure the two rear exits are locked and leave the hallway light and the outside lights on.
26. Reset the security system when exiting the house.

Approved by the Fort Sackville Foundation Executive Committee on 15 February 2024.

The most recent version of these rules, as published on the Fort Sackville Foundation website, becomes an inherent part of any and all agreements for use of the Fort Sackville Foundation facilities by any third party, regardless of the date that such agreement for use was originally signed or otherwise entered into.