

## **Board Room Use Policy**

### Community Resource Centre Board room - Terms and Conditions

The Community Resource Centre board room is available for use on a rental basis. Community Resource Centre activities will take priority over all other bookings. The Organization renting the space is responsible for **set-up**, **clean-up** and ensuring the premises are properly secured if the Community Resource Centre is not open.

#### **A. Renter's Responsibility**

##### 1. The renter shall:

- a. pay the full cost of the rental in advance of the rental date;
- b. pay the Community Resource Centre, on demand, the total cost of any damage to the premises or extra charges resulting from the use of the premises by the renter or any person permitted by the renter to enter the board room.
- c. not construct, erect or attach any fixture to the floor, ceiling or walls of the premises or alter the premises in any way whatsoever without first obtaining the written consent of the Community Resource Centre and, if such consent is obtained, then the work shall be done only in strict accordance with such consent;
- d. maintain the board room in a neat and tidy condition;
- e. remove all items that were brought in by the renter.
- f. during the period of occupancy, ensure that all persons using the board room do so in an orderly manner and do not breach any law, regulation, bylaw, rule or Community Resource Centre policy;
- g. release the Community Resource Centre from any responsibility or liability whatsoever that might arise out of the Community Resource Centre failing to provide the premises or any services to the premises under the terms of this agreement;
- h. adhere to the BC Liquor Control and Licensing Act and provide proof of approvals and/or certificates from other agencies such as: Serving it Right Certificate; Food Safe Certificate and Special Occasion License will be required, where applicable;
- i. in accordance with the City's "Consumption of Liquor on City Property" Policy #2-6, proof of \$2 million liability insurance must be provided if alcohol will be served on the premises; and
- j. comply with all applicable regulations respecting fire safety and other matters, and shall be responsible for the conduct of all persons on the premises during the period covered by the facility contract.
- k. be responsible for any applicable licensing or royalties when playing music or videos.
- l. confine any sales activities to the board room and not solicit other Community Resource Centre patrons
- m. provide a refundable deposit in the amount of \$10 prior to being provided with a key (*a key may be necessary if the event occurs outside of Community Resource Centre operating hours.*)

2. The renter agrees to notify the Community Resource Centre of any condition that may render the premises or equipment unsafe for use, and if the Community Resource Centre is unable to correct the condition, then the Community Resource Centre has the right to cancel the use of the premises until the condition is corrected.

#### **B. Clean-Up**

1. All tables and chairs must be cleaned and stored, and the floor must be swept.
2. All items that the renter brought in must be removed from the board room

#### **C. Security**

1. Keys must be picked up and returned during regular Community Resource Centre open hours
2. Keys are to be returned to the Community Resource Centre within two days of the event or one week of stopping the regular booking for more than one month.
3. The person picking up the key will be held responsible for the care and control of the key as well as the security of the room.

#### **D. Capacity**

1. The Occupancy Load is limited to 14 sitting boardroom style, 16 classroom style.

***SGI Community Resource Centre, [sgicrc@shaw.ca](mailto:sgicrc@shaw.ca)***