



## Room Rental and Facility Management Policy

Approved: 15/05/2018

- Our room rental policy is based on the principle of providing an environment welcoming of persons of all sexual orientations, gender identities and gender expressions. We provide welcoming meeting space for community groups and organizations that provide services that uphold our mission statement of providing accessible resources, events, social, and educational programming to celebrate and support people of all sexual orientations, gender identities and expressions.
- Kind Space, in renting its facilities, does not carry out screening or monitoring of the proposed renters of space, or of the subsequent use by those renters and their invitees, of the space.
- Accordingly, Kind Space and its board assume no liability or other responsibility with regard to the use of the space or the activities of the renters in connection with the space.
- Furthermore, Kind Space, in renting space to an individual or group, is not endorsing or supporting the individual or group renting the space.
- Neither the name nor the address of Kind Space may be used as the official address or headquarters of an individual or organization.

## Booking

- Meeting rooms are booked on a first come, first served basis and subject to availability. Bookings must be made with a valid email address.
- Priority for bookings will be given to Kind Space groups and functions.
- Terms for room rentals will be binding between the Agency and the rentee through a contract. Room bookings are not confirmed until a contract is signed by all parties. The contract can be signed on behalf of Kind Space by the Executive Director or their designate.
- Times for room rental are subject to staff, and/or volunteer availability, and are negotiable with interested parties.

## Room Rental Rates and Fees

Room	Cost	Capacity
Programming and Group	\$15/hr	-20 people
Conference	\$20/hr	-40 people
Counselling Office	\$10/hr	-4 people

- If a mess is left behind, groups will be subject to a \$50 cleaning fee.
- Additional fees may apply for larger scale events.
- In the case of Damages; Cost of repair, including labour and staff time will be charged to the booking group

## Overtime Charges

- If a group runs overtime, any overtime beyond 5 minutes of the reserved time will result in a charge for an additional hour.
- If a group is delayed due to another group running overtime for more than 15 minutes, it will receive a one hour discount on the charges.

## Conduct

- Setup, cleanup, and breakdown must be done within the contracted rental time. Depending upon the size and complexity of your meeting or event, please leave enough time to perform these tasks.
- Disposal of large amounts of waste are the renter's responsibility, Recycle bins are available.
- Kind Space requests that the renter bring all needed supplies as our supplies are limited.
- All renters must follow the Kind Space Accountability and Community Policy, found on the health and safety board.
- The front doors are NOT to be jammed or tied open as this will damage the handicap access door opener.
- If advertising your event, the following transportation information is requested:
  - Parking in the parking lot after hours (only spot 12) and street parking are available but limited.
  - The following OC Transpo buses are close to our building: Numbers 5, 6, 7, 11, 14.
- Please be considerate of our neighbours and do not block driveways or cause a disturbance outside the building.

- Groups may serve non-alcoholic refreshments and food in the meeting room areas.
- Consumption of drugs (unless for a medicinal purpose) or alcohol is not permitted.
- Event holder is responsible for providing security for the event if needed.
- Rentals for six (6) or more consecutive months will need to be confirmed by the Kind Space Board.

## Cancellation Policy

Up to 48 hours: - no charge.

Less than 48 hours – full charge.

## Payment Policy

Methods available: Cheques, cash, e-transfer, or card.

All rentals will be invoiced and all charges will be itemized.

NOTE: Rates and policies subject to change without notice, before contract is signed.

Please contact Kind Space for reservations.

Phone: (613) 563-4818

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