



Board Room Booking Form

Our office is located on the main level of the Old Quebec Street Shoppes at 55 Wyndham Street North (Suite 4A). To request use of our community board room, please complete the form below.

Details on our space:

- Seating for 10-15, max occupancy is 20, approximately 650 square feet of space
- Hours of operation are 8 a.m. to 8 p.m. Monday to Saturday
- Fully accessible
- Not for profit rate is \$25 / hour or \$150 /day and include use of whiteboard, markers and LCD projector.
- Bathrooms are available in the mall
- There is no kitchen access, but outside catering is permitted

To book an event, please complete the following:

Name/Organization: _____

Phone: _____

Email: _____

Date of Reservation: _____

Start time of booking (include set-up time): _____

End time of booking (include tear-down time): _____

Services Required:

Comments:

Rental Terms & Conditions

Our community room may be booked for meetings, education or training seminars, cultural events or community interest activities. All use of our space should be in keeping with the spirit of what is acceptable in a community space and should not interfere with regular operations.

Meeting rooms are not rented for private social functions, trade expos, religious services, direct sales of products or programs that are not suited to our physical office facility and family-oriented atmosphere.

Requests are processed Monday to Friday 9-5pm.

A staff member will contact you within two working days for confirmation.

Note: Your reservation is not official until you receive confirmation from GCF or PIN.

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- Booking priority for the use of our board room will be on a first come basis.
 - Rooms may not be booked by any groups with the intent of breaking any laws, promoting racist or obscene programs, may not be in contraventions of the Ontario Human Rights Code, 1990 and the Canadian Charter of Rights and Freedoms, 1982. GCF and PIN reserve the right to monitor any meeting held in its facilities to determine compliance.
 - A rental fee is charged in accordance with the size of the room and its facilities.
 - Rooms will be rented and charged based on a minimum of 2 hours.
 - A representative of the group or organization will be required to sign the **Room rental application/agreement** form and **the waiver and release of liability and assumption of risk form** which states that the group is responsible for damages and indemnifies GCF and PIN against any and all claims arising out of the group's use of facilities. Groups must designate a contact person responsible for room bookings.
 - The payment of any professional fee to a performer or speaker is the responsibility of the sponsoring group or organization.
 - Smoking is not permitted. Possession consumption of alcohol is not permitted. Use of open flames, smoke or odour produced by burning aromatic substances such as candles or incense is strictly prohibited. Food preparation, cooking or re-heating is not allowed.
 - Organizations are responsible for ensuring that the allowable seating capacity of the room is not exceeded.
 - Set-up of the tables, chairs and equipment before, and clean-up of the room after the event is the responsibility of the organization renting the facilities. Renters should allow sufficient time for the set-up and clean-up of the room as part of the booking. Set-up can be arranged for an additional fee.
 - It is the responsibility of the renting group to evacuate the room in case of fire alarm or other emergency and maintain a log to ensure that all participants have safely evacuated.
 - GCF or PIN is not responsible for damage to, theft, or loss of articles or property belonging to the persons renting rooms and/or programs attendees.
 - Use of any equipment must be requested at the time of application for meeting room facilities.

Booking, Fees, Payment, Cancellations and Refunds

- Meeting rooms may be booked by phone or online, but a signed Room Rental Application/Agreement Form must be returned to us within 10 business days of the verbal booking or a minimum of 14 days prior to the booking. Space will not be held without payment.
- Meeting rooms may be booked 6 months in advance based on availability. GCF and PIN reserve the right to limit the number of bookings.
- Technical assistance will not be available from GCF or PIN personnel.
- Laptops and other computer equipment are not provided by GCF/PIN. Guest WIFI and a projector is available.
- Payment must be made in advance. We accept credit card, e-transfer, PayPal, cash and cheque, payable to The Guelph Community Foundation (note Board Room Rental in the memo line) NSF cheques will be subject to a \$25 admin fee.
- Cancellations for room bookings must be submitted in writing at least 14 days in advance. Refunds will be issued by cheque. No refunds will be given if cancellations are not received 14 days in advance of booking.
- At the discretion of GCF and PIN, rental charges may be waived if the activities of the group align with GCF/PIN's mission or when the group is partnering with either organization in delivery of a program.

I/We agree to the above terms and conditions:

Signed: _____ Date: _____