

## **1. Preamble**

- 1.1 The seniors' Drop-in Centre provides space for the activities of the Canmore Seniors Association (CSA).
- 1.2 The Rental Committee and the Entertainment Committee work together during activity planning to ensure space is available for the CSA activities.
- 1.3 Activities of the CSA members have priority in the Drop-in Centre rooms on weekdays between 9 a.m. - 4 p.m. The Regular Weekly Events schedule for the Drop-in Centre is available in the CSA office and on the bulletin board.
- 1.4 Renting a room means making a room available to a person or group or organisation for an activity that is not on the Regular Weekly Events schedule.

## **2. Purpose**

- 2.1 The purpose of this policy is to ensure that rental of the rooms in the Drop-in Centre is done in a consistent manner.

## **3. Applicability**

- 3.1 This policy applies to all persons involved in renting a room in the Drop-in Centre.

## **4. Policy**

- 4.1 Rooms in the Drop-in Centre may be rented when there is no conflict with the regular bookings.
- 4.2 Creekside and Townside Halls on the main floor, and the Boardroom and Activity room on the mezzanine level, are available for rent.
- 4.3 Use of the kitchen is included as part of the rental of a room or hall.
- 4.4 If a rental request conflicts with one of the regular bookings the Rental Committee may, after discussion with the regular booking owner and the President or another Officer, rent the required room in the Drop-in Centre if it is deemed that the benefit of renting the room is greater than the benefit derived by the regular booking participants. Factors to be considered when making the decision shall include, but are not limited to, revenue available from the rental or the number of participants affected by the change.
- 4.5 The Rental Committee may, in consultation with the President or another Officer, provide

rooms in the Drop-in Centre at a reduced rate or free of charge to:

- (i) persons providing activities solely for the benefit of members or
- (ii) individuals or groups providing activities for the benefit of Bow Valley residents or
- (iii) registered charitable organizations

(a) When a room is rented without charge a damage deposit equal to that which would apply to a full fee rental shall be charged.

4.6 The renter shall comply with the Rental Rules and Regulations printed on the back of the Short Term Lease Agreement and any additional requirements contained in the Rental Lease Letter.

4.7 Room rental rates are detailed in Appendix A and they shall be reviewed annually.

4.8 A damage deposit equal to the amount of the applicable rental fee is required. A Rental Committee member shall inspect the room after a rental and determine if there is damage (for example: inadequate cleaning) that needs to be repaired. After any repairs are completed and the key is returned the balance, if any, of the damage deposit shall be returned to the renter.

(a) A damage deposit of \$150.00 or 50% of the full damage deposit applicable to the rental (whichever is greater) shall be paid to the CSA when the Short Term Lease Agreement is signed.

4.9 The minimum short term rental duration is 3 hours.

4.10 CSA members are required to rent a room and pay the applicable fees when a room is being used for a non CSA activity.

(a) A variation to this requirement may be granted after approval is given by both the Rentals Committee and the President or another Officer.

4.11 When a room is rented by a CSA member for a funeral or memorial event the renter shall only be required to pay a one hundred (\$100.00) dollar damage deposit.

(a) when a room is rented by a non-CSA member for a funeral or memorial the renter shall pay a one hundred (\$100.00) dollar rental fee and damage deposit.

4.12 Rooms may be rented at no cost when the renter is providing a service to CSA members (e.g. fitness classes, yoga classes) even though the renter is operating a revenue generating business.

4.13 Renters must provide their own table linens.

4.14 The use of open flame of any type is not permitted in any of the halls or rooms or

patio/garden areas with the exception of gas barbeques used outside of the building and food warming chafing dishes.

- 4.15 In general no long term (more than 2 consecutive weeks) rental agreements will be entered into for the rental of a room when the use of the room will not be for the benefit of the members. The Rental Committee, after consultation with the President or another Officer, may allow a long term agreement.
- 4.16 When a fundraising event is being held by a renter the name of the organization for which the funds are being raised shall be communicated to a Rental Committee member before the rental is confirmed.
- 4.17 When an event is being held which requires the renter to obtain a Special Event Liquor Licence from the Alberta Gaming and Liquor Commission, a copy of the licence shall be provided to a Rental Committee member before the event.
- 4.18 A renter will be charged the Security Patrol Fee (SPF) (see Appendix A) in addition to the room rental fee for any event that will run past 10:00 pm and for which a Special Event Liquor License has been obtained.
- i) The SPF may be charged, at the discretion of the Rental Committee, for events that will go on past 10:00 pm but have no Special Liquor Licence.
- 4.19 The renter may use the following additional services or equipment not detailed above for the fees listed in Appendix A:
- a) Sound system
  - b) Removal of tables and chairs

**REVISION LOG**

REVISION No.	DATE	APPROVED BY:	REVISION DETAILS
0	Dec 2nd, 2013	CSA Board	Original issue of document
1	Oct 7 <sup>th</sup> , 2014	CSA Board	Multiple revisions to the policy
2	Feb 2 <sup>nd</sup> , 2015	CSA Board	Added clause 2.15 re: open flame candles & 2.16 re: long term lease agreements
3	Dec 7 <sup>th</sup> , 2015	CSA Board	Changed clause 2.14 to "Renters must provide their own Table Linens"

CANMORE SENIORS ASSOCIATION  
 POLICY P-02  
 RENTAL OF ROOMS in the DROP-IN CENTRE

4	July 4th, 2016	CSA Board	Renumbered sections 2, 3 & 4 to Sections 4, 2 & 3 respectively; revised 4.6 to include conditions in Rental Lease letter; revised 4.15 to include any type of open flame and added garden/patio area; added new clauses 4.17, 4.18, 4.19, 4.20 & 4.21
5	Feb 13th, 2017	CSA Board	Re-formatted 4.5 (adding 4.5 (c)); small revision to 4.8 re: returning key; deleted 4.9 –two cheques, 4.17 – CSA Representative present and 4.20 – Forfeiture of damage deposit; added new 4.18 re: Security Patrol Fee; re-numbered 4.10 to 4.19
6	Aug 14th, 2017	CSA Board	Small change to 4.4,4.5 & 4.15; added 4.5.(a), 4.8 (a), 4.10 (a) and 4.11 (a); added a new exception to 4.14