

1. Preamble

- 1.1 The Seniors' Centre provides space for the activities of the Canmore Seniors Association (CSA).
- 1.2 The Rental Administrator and the CSA activity leaders 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 Seniors' Centre rooms on weekdays between 9 a.m. - 5 p.m. The Regular Weekly Events schedule for the Seniors' 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 Seniors' Centre is done in a consistent manner.

3. Applicability

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

4. Policy

- 4.1 Rooms in the Seniors' 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 Administrator may, after discussion with the regular booking owner and the Vice President or delegated Director, rent the required room in the Seniors' 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 Administrator may, in consultation with the President or another Officer, provide rooms in the Seniors' 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 Contract Terms and Conditions contained in the Contract.
- 4.7 Room rental rates are detailed in Appendix A and they shall be reviewed from time to time to reflect market conditions.
- 4.8 A booking deposit equal to 50% of the full rental fee shall be paid to the CSA when the Contract is signed.
- (a) In the event of cancellation more than 45 days before the event a cancellation fee of \$100.00 may be withheld from the deposit and the balance shall be returned to the renter
 - (b) If cancellation of the event occurs less than 45 or more than 14 days before the event a cancellation fee of 50% of the deposit may be withheld from the deposit and the balance shall be returned to the renter
 - (c) If cancellation of the event occurs 14 or fewer days before the event the full deposit amount shall be retained by the CSA.
 - (d) If the event is proceeding as planned the renter shall pay the balance of the total rental fee to the CSA no later than 14 days before the event date.
- 4.9 A damage deposit equal to the total rental fee plus the damage deposit for use of the sound systems (if applicable) shall be paid to the CSA at least 14 days before the event date. The Rental Administrator 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.
- 4.10 The minimum short term rental duration is 3 hours.
- 4.11 CSA members may rent a room for a rental fee 15% less than the fees shown in P-02 Appendix A Short Term Room Rental Rates when a room is being used for a non CSA activity.

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

- (a) Any member who pays a reduced membership fee as per the CSA Reduced Fee program may rent a room free of charge
- 4.12 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.
- 4.13 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.
- 4.14 Renters must provide their own table linens.
- 4.15 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.
- 4.16 In general no long term (more than 4 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 Administrator, with approval from the Board, may enter into a longer term rental agreement.
- 4.17 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 an Officer for approval before the rental is confirmed.
- 4.18 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 the Rental Administrator before the hall keys are given to the renter.
- 4.19 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 Administrator, for events that will go on past 10:00 pm but have no Special Liquor Licence.
- 4.20 The renter may use the following additional services or equipment not detailed above for the fees listed in Appendix A:
a) Sound system

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

REVISION LOG

REVISION No.	DATE	APPROVED BY:	REVISION DETAILS
0	Dec 2nd, 2013	CSA Board	Original issue of document
1	Oct 7 th , 2014	CSA Board	Multiple revisions to the policy
2	Feb 2 nd , 2015	CSA Board	Added clause 2.15 re: open flame candles & 2.16 re: long term lease agreements
3	Dec 7 th , 2015	CSA Board	Changed clause 2.14 to "Renters must provide their own Table Linens"
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
7	Nov 19th, 2018	CSA Board	General update. Significant changes: Changed policy title to Rental of Rooms in the Seniors' Centre Changed Drop-in Centre to Seniors' Centre Changed Rental Committee to Rental Administrator Added a Booking Deposit requirement with cancellation schedule in clause 4.8 Revised clause 2.11 to define reduced rental fees for members Deleted Removal of tables and chairs from clause 4.20