

P-02 Rentals

1. Preamble

1.1 The Canmore Senior's Centre (CSC) provides space for the Canmore Seniors Association (CSA) programming as a priority.

1.2 The CSA rooms and grounds are made available for rent to support the operating costs of the CSA. This revenue serves to reduce membership fees.

2. Purpose

2.1 The purpose of this policy is to ensure that rental of the rooms in the Canmore Seniors' Centre is applied in a consistent manner.

3. Applicability

3.1 This policy applies to the CSA, and to all people involved in renting out designated areas of the CSC.

4. Policy

4.1 Rooms and grounds at the Seniors' Centre may be rented when there is no conflict with the CSA programming which has priority.

4.2 Rental contracts can only be made for areas of the CSC that are free and available on the contracted day of use. Once a rental contract is completed it cannot be cancelled by the CSA unless by a resolution of the Board or according to the terms of the contract.

3. Rentals must provide a net profit to the CSA.

4.4 Long term rentals should not be entered into without consideration of the impact on operational programming

4.5 It is the policy of the CSA that we recognize the importance of supporting other non-profits and charities within the Bow Valley through discounted rental rat

5. Responsibility:

Rental Director

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REVISION LOG

REVISION	DATE	APPROVED BY:	REVISION DETAILS
0	Dec 2nd,	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 4 th , 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,
5	Feb 13 th , 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-
6	Aug 14 th , 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 19 th , 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
8	May 13 th , 2019	CSA Board	Changes to clause 4.5; added reference to Appendix B Rentals Discount
9	Feb 10 th ,	CSA Board	Added clause 4.20 (i) re: use of sound system
10	Feb 13 th ,	CSA Board	Full redraft of this Policy to comply with policy definitions