**FACILITY RENTAL AGREEMENT**

140 Elmwood Avenue, North Bay, ON

The Children’s Aid Society of the District of Nipissing and Parry Sounds (CASNPS) grants permission for the use of the property located at 140 Elmwood Avenue, North Bay as outlined, subject to the Terms and Conditions of the Agreement.

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| **Booking Request Information** | | | |
| Name of Contact: |  | Company Name:  (if applicable) |  |
| Phone Number: |  | Date of Booking |  |
| Email Address: |  | Time of Booking: |  |
| Space Requested: | Gymnasium  Forest Room  Riverbend Room  Conny’s Community Kitchen\*  \*Safe Food Handling Certificate Required of someone on site during use of Kitchen | Number of People Attending: |  |
| Type of Activity/Event: |  | Tech Required: | Yes  No |
| Reoccurring Booking: | Yes  No | Insurance Provided: | Yes  No  If you would like to use our internal portal for coverage, please use the following link: <https://cas-northbay.instantriskcoverage.com/login> |

The Society’s rooms are available for booking on a first-come, first-served basis. However, in the event of multiple requests, the Society reserves the right to re-prioritize the booking requests according to charitable status and impact to the service population. The internal/external party utilizing the premises must agree to the following Terms and Conditions prior to approval being granted:

**Liability Waiver and Release**

* The authorized user (renter) agrees to leave the rented room in the same condition as it was found, and to take reasonable care to avoid any damage, excessive wear and tear, or alterations to the room and its contents.
* The authorized user shall use only those areas which have been approved for the group’s purpose.
* The authorized user acknowledges and agrees that room access is granted solely to the approved user(s) designated in the rental agreement. Sharing or unauthorized transfer of fob access or any other means of entry to the room is strictly prohibited. Any violation of this provision may result in immediate cancellation of the rental agreement and the renter's access privileges.
* Authorized users shall not be permitted to alter, modify, or interfere with electrical or mechanical equipment.
* Only non-marking footwear and equipment will be allowed for gymnasium use.
* Parking shall be restricted to the designated area and limited to authorized users of Elmwood facilities. All parking shall be at the risk of the vehicle owner.
* Smoking is prohibited on the property.
* Authorized users and any members utilizing the space, agree jointly, to indemnify and hold harmless The Children's Aid Society of the District of Nipissing and Parry Sound (CASNPS), its directors, employees, and volunteers from any claims, demands, or actions arising out of the room rental and save harmless from all loss, costs (including legal costs), expenses of any kind, or damages on account or as a result of claims, actions, causes of action or proceedings of any kind against the board/employees/volunteers as a result of claims of injury to person(s) or property in any way caused by or resulting from or allegedly caused by or resulting from the negligence or wrongdoing of CASNPS, its officers, directors, or volunteers arising out of the use of the premises or equipment or other matters to which this agreement hereto pertain.
* The authorized user shall be responsible for all damage to the building and equipment. Any damage to the building and/or its equipment shall be repaired or replaced at the authorized users’ expense.
* The Children's Aid Society of the District of Nipissing and Parry Sound shall not be responsible for personal injury or damage, nor the loss or theft of clothing and equipment for anyone attending on the invitation of the authorized user.
* It shall be the responsibility of the authorized user to coordinate access of arrivals. Specifically, doors may not be propped open at any time during the rental period.
* The authorized user shall be responsible for all rental participants and must ensure that the facility is vacated by the time specified in the contract.
* Costs incurred for the improper use of fire alarms shall be charged to the authorized user.
* Consumption of alcohol or gambling in any form shall not be permitted on premises.
* The authorized user will be expected to have an appropriate plan to deal with medical emergencies and /or medical conditions while on CASNPS premises.
* The authorized User releases The Children's Aid Society of the District of Nipissing and Parry Sound (CASNPS) from any liability for injuries, damages, losses, or claims arising from the use of the room/space rental.

**Internal Bookings Only:**

Booking requests must be completed online using the Resource Reservation System. The online reservation must be completed, and an executed copy of this Facility Rental Agreement must be attached to the reservation request. The request and agreement will be reviewed by the Community Programming Coordinator, who will approve the reservation, if appropriate.

Prior to booking the room, please consider time required to set-up and clean up the space and include it in the time booked.

**Acknowledgement:**

***By signing this liability waiver, the undersigned represents and warrants that they possess the requisite authority to bind the organization, if applicable, to the terms and conditions set forth herein.***

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Authorized User) understand, acknowledge and assume all potential risks associated with using the room and/or the premises of The Children's Aid Society of the District of Nipissing and Parry Sound – 140 Elmwood Ave location.

Agreement Begin Date:       Agreement End Date:

Signature:

\*\*All room booking requests are subject to the approval of the Executive Director, or designated representative. Renters will be notified of the approval or denial of their booking request within a reasonable timeframe. If the request is approved, further instructions and details regarding the event will be communicated.