

Durham Association for Family Respite Services

Room Booking Policy

20-850 King St. W.
Oshawa, ON L1J 8N5
Phone: 905-436-2500
Fax: 905-436-3587

The meeting rooms of Durham Association for Family Respite Services are made available to individuals and groups which promote values consistent with the Canadian Charter of Rights and Freedoms, Criminal Code of Canada, the Ontario Human Rights Code, and the Ontario Anti-Racism Policy. Please refer to the individual room guidelines for room specific conditions of use, fees, and amenities.

Durham Association for Family Respite Services
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1. Booking Priorities

The Gathering Place supports activity that is directly related to the work of the Association. This would include both

- In house activity: meetings of staff, volunteers and/or family members of the Association
- Related external events: Association sponsored workshops and learning events, partnered events, group or committee meetings, etc.

Having ensured adequate provision to meet internal requirements, the Gathering Place may be made available for use by outside parties. Allowable uses will ensure the following:

- Topics must be consistent with the values and principles of the Association
- Use of the space must represent some value to the families we support and/or to the general community

2. General Conditions of Use

- 2.1 Room bookings will not be considered confirmed until all parties are in possession of the signed Agreement and all fees are paid in full.
- 2.2 Bookings are available six months in advance.
- 2.3 It is the sole responsibility of the applicant to ensure that all conditions are met.
- 2.4 All meetings must be conducted in accordance with Durham Association for Family Respite Services Code of Behaviour.
- 2.5 Permission to use meeting facilities does not imply endorsement, by the Association of the aims, policies, or activities of any group.
- 2.6 Sale of goods are not permitted unless prior approval is given by Durham Association for Family Respite Services.
- 2.7 Use of facilities will be denied if there is a likelihood of physical danger to people, premises, or equipment; if there has been misrepresentation of the group's aims; if a group has previously misused facilities or has not paid the required fee; if the proposed activity/event is against the law, for example: Games of Chance/Crown and Anchor Wheel; or if the activity will negatively impact Association operations.

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2. General Conditions of Use – continued

- 2.8 The library does not provide advertising for meetings or programs unless the Association is a co-sponsor. Where the Association is not a co-sponsor, groups using the Meeting Rooms must not imply in any way in their advertising or publicity that the Association Board endorses the group's meeting, aims, policies or activities. The Association should apply only as the location of the meeting. Organizations must clearly indicate their names and provide contact information for meetings being held on Association premises in their advertising. A copy of all advertising must be submitted to the Association.
- 2.9 No smoking, lighting of candles or any other materials is permitted in the Association or its meeting rooms.
- 2.10 Reasonable noise levels must be observed during events taking place during office hours. All doors must be kept closed during events taking place.
- 2.11 The meeting rooms must be left in the same condition as they were prior to use.
- 2.12 Only free-standing or table decorations may be used. Nothing may be affixed to the walls.
- 2.13 Meeting room bookings can be made at the Durham Association for Family Respite Service's office during office hours or by fax. Confirmation of booking will be made within 24 hours.
- 2.14 Durham Association for Family Respite Services assumes no responsibility for personal injury or damage or for lost or stolen articles belonging to a group of individual using the meeting rooms or attending a program or meeting.
- 2.15 Groups or individuals booking the meeting rooms are responsible for any charges resulting from furniture, building, or equipment damage or loss.
- 2.16 Durham Association for Family Respite Services will assume no liability for damages or expenditures on behalf of the Agreement holder through mechanical failures, or an act of God resulting in cancellation of the event. In the event that Durham Association for Family Respite Services cannot fulfill contractual obligations, a full refund will be given for the rental fees.

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2. General Conditions of Use – continued

- 2.17 In the event of a fire alarm, all room users are required to exit the building immediately through the nearest fire exit and await permission to re-enter.
- 2.18 Durham Association for Family Respite Services personnel must be permitted access to the meeting rooms.
- 2.19 Durham Association for Family Respite Services cannot store items or materials for users. All items, including catering, associated dishes, and utensils should be removed immediately after the event.

3. Fees

3.1

Fee Schedule		
Room	Description	Fee
Gathering Place	Full room with kitchen Includes use of furniture, washrooms and kitchen area.	\$75 per 4-hour block or part thereof \$150 per full day
	Full room without kitchen Includes use of furniture and washrooms.	\$65 per 4-hour block or part thereof \$130 per full day
Small Meeting Room	The Small Meeting room can accommodate up to twelve (12) persons in a fixed table arrangement.	\$10 per hour or part thereof Minimum 1-hour block
After Hours Surcharge	Gathering Place rental may occur outside regular office hours.	\$20 per hour or part thereof Minimum of 4-hour block

- 3.2 Payment may be made by cash, cheque or VISA.

4. The Gathering Place

4.1 Description

The Gathering Place is a multipurpose facility with an adjoining kitchen. Full room capacity with tables and chairs is 30 – 40 persons. Full room capacity with chairs is 40 – 50 persons.

4. The Gathering Place - continued

4.2 Conditions of Use

- 4.2.1 A 90% refund of the booking fee will be made if the booking is cancelled a minimum of seven (7) calendar days in advance. The full amount will be charged if less than seven (7) days notice of cancellation is made. Cancellations must be made during regular office hours and directly with office staff. Voicemail messages are not acceptable as an official cancellation notification.
- 4.2.2 The Gathering Place is available for rental during regular open hours. The room may be booked for a four-hour block of time or multiples thereof according to the fee schedule. Arrangements for after-hours bookings are possible and will incur a surcharge.
- 4.2.3 Special Occasion Permits are required for all events at which alcohol is served. The Association operates within its Alcohol Policy and all the regulations of the Liquor License Board of Ontario (LLBO). The Special Occasion Permit must be obtained by the applicant at least seven (7) days prior to the event and a copy must be posted in the Association during the event.
- 4.2.4 Room set-ups must be submitted at the time of the room booking payment.
- 4.2.5 It is the Agreement holder's responsibility to ensure that kitchen is left in a clean and orderly condition and further that he or she will be responsible for any missing or damaged equipment.
- 4.2.6 At the discretion of the staff, the Agreement holder may be required to provide pay duty police at his or her expense.

5. Small Meeting Room

5.1 Description

The Small Meeting room can accommodate up to twelve (12) persons in a fixed table arrangement.

Free Amenities include:

- White Board
- Telephone

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5. Small Meeting Room

5.2 Conditions of Use

- 5.2.1 A 90% refund of the booking fee will be made if the booking is cancelled a minimum of seven (7) calendar days in advance. The full amount will be charged if less than seven (7) days notice of cancellation is made. Cancellations must be made during regular office hours, and directly with office staff. Voicemail messages are not acceptable as an official cancellation notification.
- 5.2.2 Due to space limitations, only a maximum of twelve (12) persons can occupy the room.
- 5.2.3 Nothing can be affixed to the Small Meeting Room walls.
- 5.2.4 The room must be left in an orderly condition.

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Room Booking Agreement		
Contact: Joanne Partridge at 905-436-2500 ext. 2304		
Name:	Date:	
Company/Organization:		
Address:	Telephone:	
	Fax:	
Time(s) _____ am to _____ pm Requested: _____ am to _____ pm	Date(s) Requested:	
<ol style="list-style-type: none"> 1. I have read the Durham Association for Family Respite Services Room Booking Agreement and Policy and agree to abide by the regulations and charges and I will accept responsibility if conditions are not met. 2. Room bookings will not be considered confirmed until all parties are in possession of the signed agreement, and ALL FEES ARE PAID IN FULL. 	Signed: _____	
Gathering Place	Full room with kitchen	\$150 full day \$75 per 4-hour block, or part thereof
	Full room without kitchen	\$130 full day \$65 per 4-hour block, or part thereof
Small Meeting Room	Number of Hours: _____	\$10 per hour, or part thereof Minimum 1 hour block
After Hours Surcharge	Number of Hours: _____	\$20 per hour Minimum 4-hour block
Office Use Only		
Date(s)/Time(s) Confirmed:		
Confirmed by:		
Charge:	Due:	
Paid: <input type="checkbox"/> Cash <input type="checkbox"/> VISA #: _____ <input type="checkbox"/> Cheque Expiry Date: _____	Date of Receipt:	
Payable to Durham Association for Family Respite Services		
Received by:		

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**Room Booking Agreement
Required Room Set-up**

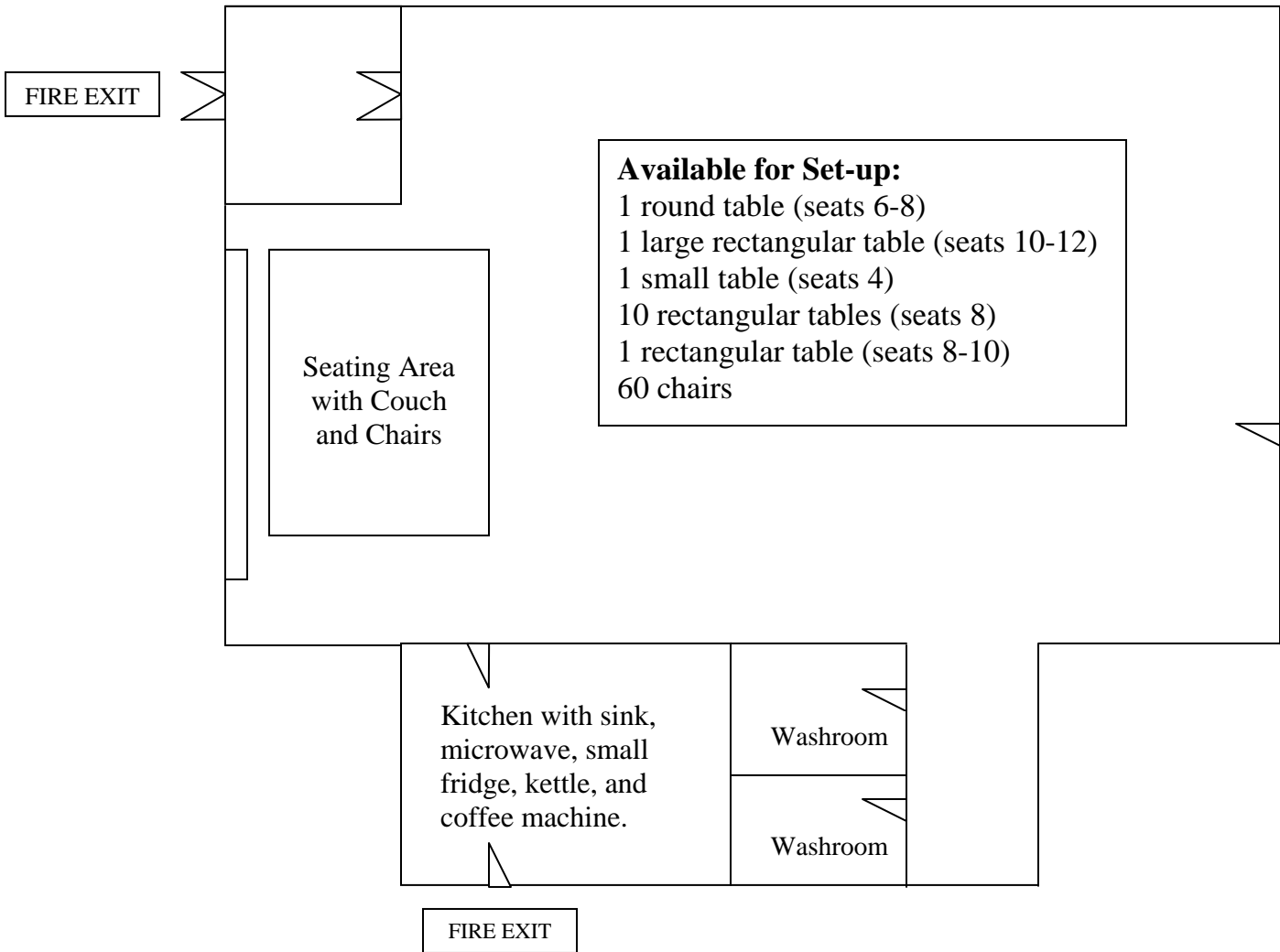
Booking Date:

Booking Time:

Group/Organization

Contact:

The Gathering Place



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**Room Booking Agreement
Required Room Set-up**

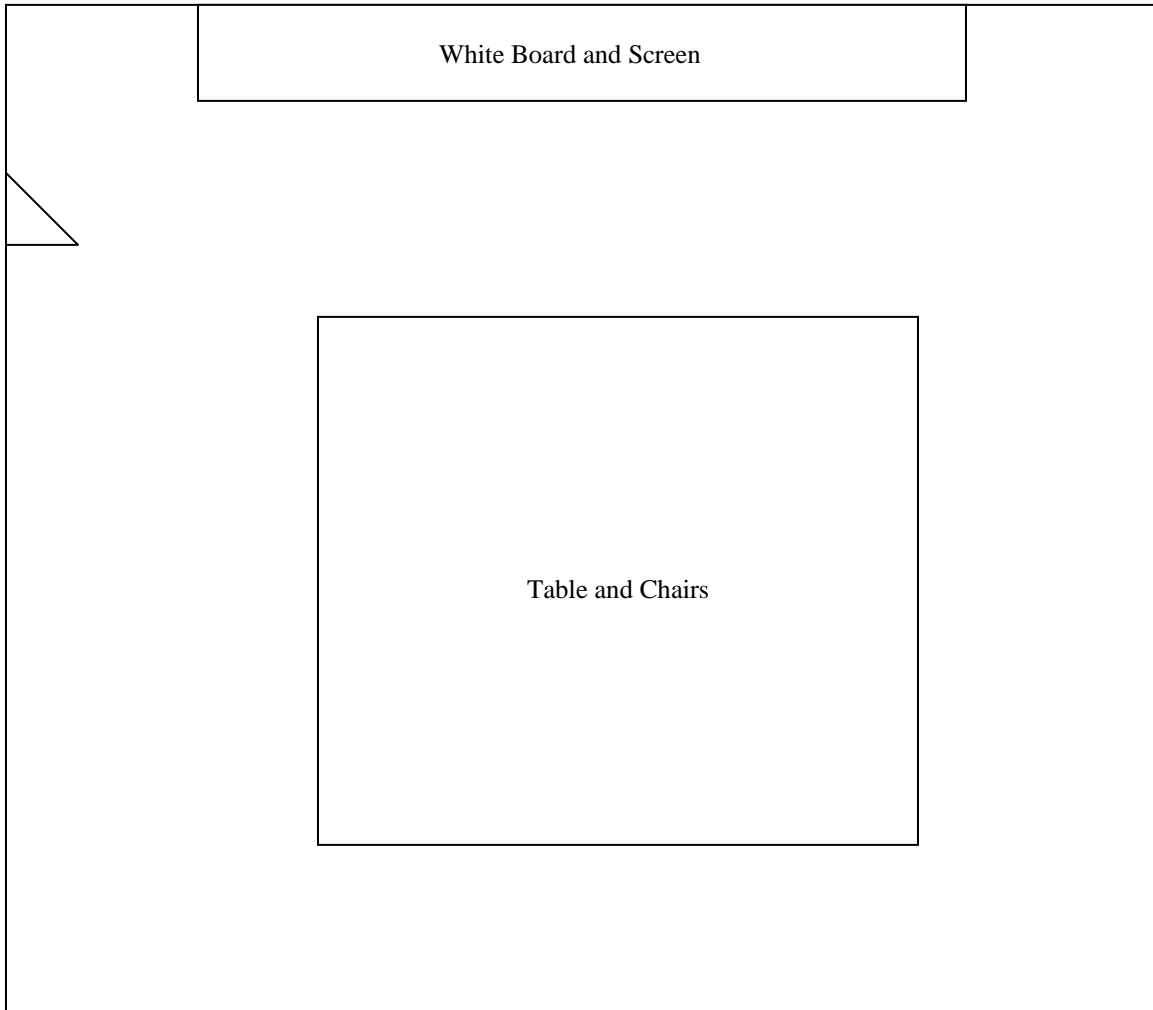
Booking Date:

Booking Time:

Group/Organization

Contact:

Small Meeting Room



Available for Set-up:

1 large table (seats 10-12)

12 chairs