

# THE COMMON ROOF SPACE RENTAL GUIDE

## Meeting Room Rental Policies, Procedures and Agreement

The Common Roof is committed to providing inclusive and welcoming spaces where the community comes together. This policy applies to guests in all Common Roof spaces: on Common Roof property, in the community, on the phone, or electronically.

Guests to The Common Roof have the right to equal treatment without discrimination or harassment based on gender identity, gender expression, sexual orientation, race, colour, ethnic origin, creed, disability, and all other grounds set out in the Ontario Human Rights Code.

Individuals and groups using Common Roof spaces are subject to the rules and regulations of The Common Roof and must not violate Canadian laws including, but not limited to, the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code*, and the *Criminal Code of Canada*.

## DEFINITIONS

The following definitions shall apply for the purposes of this guide:

**“Licensee”** - An organization or individual who has contracted with The Common Roof for the use of meeting room space.

**“Not-For-Profit Group”** - A group, individuals, or organization formed for the purpose of serving a public or mutual benefit. Not-for-Profit groups must not make or intend to collect money for personal gain.

**“For-Profit Group”** - For the purpose of this policy, all other groups, individuals, or organizations that do not fall under the Not-for-Profit Group are For-Profit Groups.

## PRINCIPLES

Use of the meeting rooms by any group or organization does not constitute an endorsement by The Common Roof of that group or organization’s beliefs or policies. The Common Roof reserves the right to refuse any rental.

## MEETING ROOM RENTAL AGREEMENT

The Common Roof establishes meeting room rental agreements, outlining fees, terms, and conditions for renting space at The Common Roof. All licensees are required to sign a Room Rental Agreement (Appendix A). Meeting room bookings will not be confirmed until signed copies of the Room Rental Agreement are returned to Reception and all fees are paid.

## RENTAL RATES

The rental rate (Appendix B) is determined by the meeting room space requested which is based on square footage. All Common Roof equipment must be left in good condition, or the licensee will be held responsible for the cost of repair and/or replacement.

Any outside equipment use is subject to prior approval of The Common Roof. The use of candles, open flames, or incense is not permitted within the meeting room.

The Common Roof accepts no responsibility for lost or stolen items.

## BOOKINGS

- The meeting rooms at The Common Roof are reserved for The Common Roof tenants, and when available, for use by the public on a first-come, first-served basis.
- **Current availability for meeting room rentals is during standard office hours - Monday through Friday from 8:30 am to 4:30 pm.**
- All renters must sign a Rental Agreement prior to their event. Renters must be eighteen (18) years of age or older to sign the Rental Agreement. Once signed, the renter shall be responsible for the conduct and supervision of all persons admitted to the meeting room and shall see that all meetings are conducted in a manner consistent with The Common Roof's Principles outlined in the first paragraph of this document.
- All renters must secure Facility Insurance for their event (**\$2,000,000 Liability**) and provide a Certificate of Insurance naming The Common Roof as an additional insured no later than 7 days prior to the booking.
- The Common Roof may deny or cancel a meeting room booking when The Common Roof, in consultation with legal counsel (where appropriate), reasonably believes that the proposed use is likely to or will include activities that violate provincial or federal charters or laws, this policy and/or The Common Roof's Conduct Policy. If The Common Roof discovers that any prohibited activity is occurring after the event has commenced, the CEO or designate staff member onsite may terminate the event.
- No animals, except service dogs, will be allowed in the Meeting Room without prior approval. Absolutely no rice, silly string, birdseed, or water beads are permitted in the meeting room. Bubbles are permitted. No fog machines, smoke machines, theatrical smoke, fireworks, sparklers, or similar items or devices are allowed for use on the premises. The use of tape, glitter, tacks, or nails are not permitted.
- The licensee will be held financially responsible for all damages arising from the misuse of property.
- All rental fees must be received at least 7 business days prior to the booking by cheque.

## CANCELLATION

Refunds for prepaid bookings, less a 25% Cancellation Fee, if the cancellation is made no earlier than fourteen (14) days before the rental date. Cancellations under the 14-day timeline will not be refunded.

The Common Roof may refuse or cancel the Licensee's use of the meeting room at any time either with or without cause and the Licensee releases The Common Roof from any damages or other liability for losses relating thereto. Should the Licensee's rental be cancelled by The Common Roof, all fees will be refunded in full.

The Common Roof assumes no responsibility for any other costs occurred by the licensee.

## PROCEDURES

Rental rates are established as part of The Common Roof's Fees and are reviewed by The Common Roof Board annually.

The approval process and the administration of the license (room rental agreement) are handled by The Common Roof, in accordance with the policies of The Common Roof Board.

## PRIVACY

The Common Roof is committed to protecting the privacy of personal information in its keeping, within the access and privacy provisions of *the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Information Protection and Electronic Documents Act (PIPEDA)*.

# REQUIREMENTS OF USE

**ADVERTISING:** The Common Roof does not prepare advertising for meeting room rentals, in any form. Organizations must use their own names when advertising meetings held in The Common Roof facilities making it clear that The Common Roof is not the sponsor of the event. Use of The Common Roof logo is not permitted.

**ALCOHOL:** The provision of alcohol beverages is subject to the rules and regulations of the Alcohol and Gaming Commission of Ontario (AGCO) and may require a Special Occasion Permit. Note: As of April 1<sup>st</sup>, 2018 licenses can be purchased via the AGCO website and should be attained at least 30 days prior to the event if required.

**CAPACITY:** The maximum occupancy of the meeting room shall not be exceeded by the Licensee.

**CLEANING:** It is the responsibility of the licensee to restore the rental area to the condition existing prior to the licensee's occupancy, which includes restoring furniture to its location and its condition existing prior to the licensee's use. If the meeting room is not set back to the standards required, the deposit will be retained.

**DAMAGES:** The Licensee agrees to compensate The Common Roof for any damages to the meeting room or other property of The Common Roof caused by or resulting from, the Licensee's use of the meeting room. The Licensee releases The Common Roof from any liability for any damages which may occur to the property or person of the Licensee arising out of its use of the meeting room and agrees to indemnify and save harmless The Common Roof from any liability, however caused, for personal injury or property damages occurring to any person arising out of the Licensee's use of the meeting room.

**DIRECTION:** In the course of its use of the meeting room, the Licensee shall obey any reasonable direction of The Common Roof staff not in conflict with this agreement. Any person who fails to obey such direction may be requested to leave the premises.

**DOORS:** Exterior doors are to remain closed at all times and under no circumstances be propped open.

**ENTRY:** Public entry to any meeting may be limited by the Licensee, except where the reason for any such limitation is a prohibited ground of discrimination pursuant to the provisions of Section One of the Human Rights Code, 1981, R.S.O. 1990, c. H. 19, as amended.

**EQUIPMENT:** Booking, pick-up, and storage of all non-Common Roof equipment used within The Common Roof meeting rooms is the sole responsibility of the licensee and is subject to prior approval of The Common Roof. The Common Roof will not store equipment or supplies. Booking extra equipment, including any Audio/Visual hardware, should be arranged and paid for as part of the Room Rental Agreement.

**FOOD:** Food and beverages are permitted to be brought in. The licensee will be responsible for all supplies, food, drinks, etc. Food items and supplies that are in the kitchen area belong to The Common Roof and are not available for use.

**HOLIDAYS:** The Common Roof buildings are closed for the following holidays: New Year's Day, Family Day, Good Friday & Easter Monday, Victoria Day, Canada Day, Simcoe Day, Labour Day, Thanksgiving, Christmas Day, and Boxing Day.

**HOURS:** Rooms are only available for use during the reserved time. Meeting rooms are available for use during business hours (Monday to Friday 8:30 AM to 4:30 PM) at the discretion of The Common Roof. The front reception desk is staffed during business hours but will be closed between 12-1 PM.

**NO SMOKING:** There shall be no smoking, vaping, or the use of any illegal substances anywhere on The Common Roof property, including the surrounding parking lots, the grass by Queen Street, and the fenced area in the back of the building.

**PARKING:** All parking in the front and side lots are available for use at no extra cost.

**PERSONAL ITEMS:** The Common Roof is not responsible for lost, damaged, or stolen personal property during or after your event. Nor shall The Common Roof be held responsible for personal injury caused by equipment or property belonging to the licensee. Any damage to the facility or equipment will be billed to the licensee at the actual cost.

**SAFETY:** All renters must comply with fire, health, and safety regulations. All exits must be kept free of obstruction. Candles and other open flames are not permitted.

**SCENT-FREE:** The Common Roof facilities are scent-free spaces, and we request that all licensees and guests refrain from using personal scents or materials that cause an odour or chemical release.

**SMUDGING:** Smudging ceremonies may be held anywhere on the property outside of the building, and in the Smudge Room (as applicable) where a vent has been installed specifically for this purpose.

**SOLICITING:** Soliciting inside or outside The Common Roof is not permitted unless prior approval is received from The Common Roof.

**TRASH:** All trash shall be placed in the garbage receptacles provided.

## **EMERGENCY ACTIONS - CALL 911**

A Common Roof staff member will be onsite for direction as needed.

### **IN CASE OF FIRE...**

Direct your party to leave The Common Roof meeting room immediately using any of the marked exits. It is important to designate someone to check the restrooms for individuals before exiting and complete a head count to ensure you are not missing anyone. If you are unable to account for someone, please inform the Fire Department Staff for assistance.

### **IN THE CASE OF A TORNADO...**

During inclement weather, you should monitor for storm and tornado warnings. In the event of a tornado warning, direct your party to take cover away from windows. Use of elevators (as applicable) is not permitted during inclement weather.

### **MEDICAL EMERGENCY, DANGEROUS SITUATION, SUSPICIOUS PERSON**

In the event of a medical emergency, dangerous situation, or suspicious person call 911.

In addition to the general rules respecting the use of the meeting rooms, The Common Roof prohibits the use of its meeting rooms for any purpose which would contravene any statute or government regulation, or which might create civil liability by the user or The Common Roof to any person. For example, the Ontario Human Rights Code prohibits certain forms of discrimination and harassment of other individuals or groups, and the Criminal Code includes prohibitions against child pornography, obscenity, hate literature, and literature for illicit drug use. An example of civil liability is the law of libel and slander. No effort has been made to be exhaustive in giving the above examples. Users are reminded that ignorance of the law is not an excuse. The use of The Common Roof meeting rooms is conditional on the user's agreement to observe this policy. By signing the license, the user indicates agreement to all requirements of this policy.

**Appendix A**  
**Room Rental Agreement**

\_\_\_\_\_ hereby requests use of \_\_\_\_\_  
(Agency/Organization/Company name) (Room description)

At \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(common roof location) (Date) (Start time) (End time)

for \_\_\_\_\_.  
(Name of group/class/meeting OR purpose)

Room rental fee: \$\_\_\_\_\_ A/V equipment requested: Meeting Owl - \$15 per meeting.  
Television Monitor - \$10 per meeting

Room rental fee paid: \$\_\_\_\_\_ Payment Type: Cash ☐ Cheque ☐ Cheque#\_\_\_\_\_

I have read and agree to the above rental arrangements and to the policies and accompanying fees relating to the rental of space at The Common Roof.

Name of Contact for Meeting \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Lessee)

Accepted \_\_\_\_\_ Date \_\_\_\_\_  
(The Common Roof - Staff Contact)

## Appendix B

Site location	Room	Sq.Ft.	Seated Occupancy	P/H	1/2 Day	Day
BCR	Resource Room	356	16	\$ 20.00	\$ 80.00	\$ 160.00
	Meeting Room 1	247	10	\$ 15.00	\$ 60.00	\$ 120.00
	Meeting Room 2	125	6	\$ 10.00	\$ 40.00	\$ 80.00
	Group Room A, B & C - Full	678	30	\$ 30.00	\$ 120.00	\$ 240.00
	Group Room A	229	10	\$ 10.00	\$ 40.00	\$ 80.00
	Group Room B	221	10	\$ 10.00	\$ 40.00	\$ 80.00
	Group Room C	228	10	\$ 10.00	\$ 40.00	\$ 80.00
	Board Room	415	14	\$ 20.00	\$ 80.00	\$ 160.00
	Shared Interview Room	166	8	\$ 10.00	\$ 40.00	\$ 80.00
OCR	Neville Twine/Board Room Full	823	30	\$ 30.00	\$ 120.00	\$ 240.00
	Neville Twine Room	179	12	\$ 15.00	\$ 60.00	\$ 120.00
	Board Room	644	18	\$ 25.00	\$ 100.00	\$ 200.00
	Jessie Richmond Room	224	8	\$ 15.00	\$ 60.00	\$ 120.00
	Main Floor Kitchen	388	N/A	\$ 20.00	\$ 80.00	\$ 160.00
	Smudge Room	109	4	\$ 10.00	\$ 40.00	\$ 80.00
	Meeting Room A	216	6	\$ 15.00	\$ 60.00	\$ 120.00
	Meeting Room B	77	3	\$ 5.00	\$ 20.00	\$ 40.00
	Meeting Room C	130	6	\$ 15.00	\$ 60.00	\$ 120.00
	South West Meeting Room	170	6	\$ 15.00	\$ 60.00	\$ 120.00
	South West Meeting Room - 2nd Floor	280	9	\$ 20.00	\$ 80.00	\$ 160.00
CCR	Saunders Community Room - Full	700	45	\$ 25.00	\$ 100.00	\$ 200.00
	Saunders Community Room A	210	10	\$ 7.50	\$ 30.00	\$ 60.00
	Saunders Community Room B	49	35	\$ 17.50	\$ 70.00	\$ 140.00
	Interview Room - Reception	80	3	\$ 15.00	\$ 60.00	\$ 120.00
	Meeting Room 1	72	3	\$ 15.00	\$ 60.00	\$ 120.00
	Meeting Room 2	72	3	\$ 15.00	\$ 60.00	\$ 120.00
	Meeting Room 3	200	8	\$ 19.00	\$ 76.00	\$ 152.00