



Facility Rental Terms and Conditions Agreement

The Multicultural Helping House Society and Charitable Foundation provide hall rental services for various events, including workshops, meetings, training sessions, and social functions. The use of these facilities is governed by the following terms and conditions:

General Guidelines and Requirements

- 1. Definition of Facilities:** The term "facilities" encompasses all properties owned by the Multicultural Helping House Society and Charitable Foundation (hereinafter referred to as the "lessor"), including physical spaces, furniture, and equipment.
- 2. Compliance:** All renters must adhere to the lessor's established guidelines, requirements, and any additional rules governing the use of the facilities.
- 3. Care and Condition:** Renters are required to exercise due care while utilizing the facilities and must ensure that the premises are left in a clean and undamaged condition.
- 4. Approval:** All requests for facility use are subject to the prior approval of the lessor.
- 5. Access:** Renters will be granted access to the facilities only upon submission of a completed and signed Terms and Conditions agreement.

Rental Information

- 1. Liability:** Renter assumes full responsibility for their activities while using the lessors' facilities. The lessors are not liable for injuries, damages, or accidents occurring during facility use. It is strongly recommended that the renter secure event insurance.
- 2. Payments:** Full payment of rental fees and deposits is needed within seven (7) business days of reservation confirmation.
- 3. Deposits:** A deposit of \$100 is needed and will be refunded after an inspection of the premises after the event, minus any cleaning fees or damage costs.

Cancellation Policy

- 1.** A minimum of thirty (30) days' notice is needed to qualify for refunds, which will be subject to a 15% administrative fee. Refunds will not be issued without proper notice.



2. In the case of force majeure, refunds will be provided if the facility is closed for safety reasons. Refunds will not be granted if the facility stays operational, but the renter cancels voluntarily.

Non-Sufficient Funds (NSF) or Returned Cheques

1. A \$50 administrative fee will be charged for any NSF or returned cheques to cover associated bank and processing costs.

Capacity Limit

1. The lessor reserves the right to cancel any booking if the number of attendees exceeds the maximum capacity of the reserved space.

Accessibility Requirements

1. The facility ensures compliance with accessibility laws and regulations, including standards kept by the lessors. Renter must preserve accessibility by avoiding obstructions to entrances, exits, or pathways. Service animals are allowed, and arrangements for attendees with specific needs should be made in advance. Emergency plans for individuals with disabilities are available and should be shared with attendees.

Additional Requirements and Restrictions

1. **Setup and Cleanup:** Renter handles arranging and disassembling furniture and equipment. Facilities must be restored to their original state. Dragging or pushing furniture is prohibited; lifting is needed to avoid damage.
2. **Poster Usage:** Posters may only be displayed outside the premises to provide entrance instructions and must receive prior approval from the lessors.
3. **Damage:** Adhesive materials such as tape must not be used on walls unless it is painter's or poster tape. Renter will bear the cost of repairs for any damages caused.
4. **Supervision of Minors:** Events involving minors must ensure adequate supervision. Parents must be informed of drop-off and pick-up procedures. Renter is fully responsible for managing incidents involving minors.
5. **Non-Transferability:** Permission to use the building facilities is exclusive to the approved renter and is non-transferable.



6. **Alcohol and Illegal Activities Policy:** The possession or consumption of alcohol and illegal activities are prohibited on the building premises.
7. **Waste Disposal:** All garbage must be disposed of in designated bins, and spaces must be left clean and orderly post-event.

Advocacy Disclaimer

The Multicultural Helping House Society and Foundation are non-profit entities that do not endorse or support any political advocacy efforts, opinions, or viewpoints expressed by the renter. The renter is prohibited from using the MHHS name and brand in any of its fundraising activities without approval. Further, the renter is refrained from any involvement with the operation, management and governance of the Society and Foundation.

Facility rentals are provided solely to meet the space needs of other non-profit organizations. The renter bears full responsibility for all actions and representations related to their use of the facilities.

Facility Ban Policy

Any individual or group found to have misrepresented, defamed, or misused the name or reputation of the Multicultural Helping House Society and Charitable Foundation, or their board and staff will be prohibited from accessing or using the building facilities. Both organizations reserve the right to refuse entry and may pursue legal action under applicable Canadian defamation laws.

Acceptance of Terms

By signing below, I confirm that I have read, understood, and agreed to abide by the terms and conditions, advocacy disclaimer and facility ban policy outlined in this Facility Rental Agreement.

- I have read and agree to the Facility Rental Terms and Conditions
- I disagree.

Date: _____

Printed Name: _____

Signature: _____



Facility Booking Inquiry Form

Contact Information:

- Name: _____
 - Organization (if applicable): _____
 - Phone Number: _____
 - Email Address: _____
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Event Details:

- Event Name: _____
 - Event Type (e.g., meeting, conference, party): _____
 - Expected Number of Attendees: _____
 - Preferred Date(s): _____
 - Preferred Time(s): _____
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Facility Requirements:

- Specific Room(s) Requested: _____
 - Equipment Needed (e.g., projector, sound system): _____
 - Setup Requirements (e.g., seating arrangement): _____
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Additional Information:

- Special Requests or Notes: _____