 **RENTAL/DESK SHARE APPLICATION & POLICIES**

 **Canadore College West Parry Sound**

**Phone:** 705-746-9222 x7351

**Email:** Parry.Sound@canadorecollege.ca

**Facebook:** <https://www.facebook.com/CanadorePS/>

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| Please complete and email the following application to parry.sound@canadorecollege.ca. We will review your request and inform you of the status as soon as possible. We adhere to COVID-19 safety protocols and expect our guests to do the same. In the subject line, please include your name/organization and "Facility Application." We do not have a fax line; please submit applications via email.**HOURS**8:00am to 4:00pm (Victoria Day to Labour Day)8:30am to 4:30pm (Labour Day to Victoria Day)**Please contact us for rentals outside of our normal hours.** |
| **CONTACT INFORMATION** |
| **FIRST NAME**  | **LAST NAME** | **EMAIL** |
| **ORGANIZATION NAME** **CONTACT NAME** | **TELEPHONE NUMBER** |
| **ADDRESS**   | **CITY/TOWN** | **PROVINCE** | **POSTAL CODE** |
| Computer Lab (120), Room 126-127-Deck $50 Per Hour or $180 Per DayLounge (125) $75 Per Hour or $225 Per DayFlex Shop/Garage (102) $250 Per DayOutdoor Space/Fire Circle $150 Per DayTipi Please Inquire About Usage | **DATES REQUEST (MM/DD/YYYY)** |
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| **EVENT TIMES (including set up)** |
| **START:****END:** |  |
| Daily Desk Only $50 Per DayDaily Desk Only 60 Hours $200 Per MonthDaily Desk Unlimited $300 Per MonthDedicated Desk $400 Per MonthRetail With Customers $150 Per Day**PROOF OF INSURANCE REQUIRED. PLEASE INQUIRE FOR COLLEGE RATES.** |
| **NUMBER OF PEOPLE:** |
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| **ROOM REQUESTED:**  |
| **TOTAL RENTAL FEE PAYABLE IS:** | **INSURANCE FEE PAYABLE IS:** | **TOTAL FEES PAYABLE (including taxes):** |
| PLUS HST (13%) | $PLUS PST (8%) |  |
| **Please use this space to provide any additional information you think we should know:** |

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| **DO YOU REQUIRE AV EQUIPMENT?** A projector and screen will be provided if requested. No other electronics will be supplied. | YES [ ]  NO [ ]  | **PURPOSE OF RENTAL**[ ]  Corporate Event (meeting, seminar, etc.) [ ]  Community Event (public meeting, public seminar, etc.) [ ]  Training (CPR, workshop, etc.) [ ]  Other - Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DO YOU PLAN TO SERVE ALCOHOL?** A Special Event permit is required to serve alcohol and allowed only in designated areas. | YES [ ]  NO [ ]  |
| **IS THE EVENT BEING CATERED?** | YES [ ]  NO [ ]  | **Please contact us for rentals outside of our normal hours.** A key FOB will be required for entry and to be returned upon commencement of rental. Key FOB #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DO YOU PLAN TO SELL FOOD OR GOODS?** | YES [ ]  NO [ ]  |
| **WILL YOU REQUIRE OUR STAFF TO SET-UP/ TAKE-DOWN YOUR EVENT?** (Additional fee may apply) | YES [ ]  NO [ ]  |
| **WILL YOU BE SELLING TICKETS FOR THIS EVENT?** | YES [ ]  NO [ ]  |
| **Cancellation Policy:** We require at least two weeks written notice, or full charges apply. |

**Canadore College West Parry Sound Campus Rental Policies**

1. Please submit a Certificate of Insurance (naming Canadore College as an additional insured), Special Event permit, and Smart Serve certification in advance, if required. Inquire about Canadore insurance if needed. Please note, a Special Event permit is required to serve alcohol and allowed only in designated areas.
2. Remove all belongings from the facility at the end of the rental. Please ensure the room is left in the same condition as it was found. There may be an additional charge for cleaning and/or damage resulting from the event.
3. Additional fees may apply for staff assistance with event set-up and take-down. Ensure sufficient time is allocated in your application. Early entry on the event day is not permitted.
4. Use the facility only on the specified dates and hours, and vacate by the time shown on the permit.
5. Access is limited to the room you have rented and the bathrooms. All other areas of the facility are off-limits.
6. All exterior doors must remain closed at all times and are not to be propped open.
7. No advertising is allowed on Canadore College property without prior written approval.
8. The permit is non-transferable.
9. Use of facilities should minimize interference with normal College operations. Be considerate of other guests and staff and keep noise levels to a minimum.
10. Indemnify and hold harmless the College from any claims, damages, or expenses. Provide proof of insurance with a minimum limit of $2,000,000. The College is not liable for any damage or loss of property.
11. The applicant must be present and supervise attendees during rental times and is responsible for enforcing regulations, especially when children or vulnerable adults are present.
12. Abide by all Federal, Provincial, and Municipal laws, and the College’s conditions for space use.
13. Follow all safety regulations and guidelines while using the space. Familiarize yourself with the location of emergency exits and keep them clear at all times.
14. Smoking, vaping, and cannabis use are restricted to designated areas at the edge of the parking lot.
15. Refrain from using scented products on campus.
16. Park vehicles in designated areas.
17. Obtain College approval for any special instructions or set-up in advance.
18. The College is not liable for cancellations due to forces beyond its control, including but not limited to construction, terrorism, strikes, Acts of God, government restrictions, emergencies, or other causes.
19. **Cancellation Policy:** We require at least two weeks written notice, or full charges apply.

**If you have any questions, please don't hesitate to ask our staff for assistance!**

Note: Any special equipment, COVID-19 protocol requirements, set-up, maintenance, security requirements must be included under the additional request portion of the permit. The facility staff will not be responsible to set up, arrange for items such as tables, chairs, stages, sound system, extra security, extra cleaning etc. Such items shall be arranged by the permit holder. Deposit must be paid on application of this permit unless otherwise agreed upon. On behalf of the above Applicant the undersigned Authorized Representative agrees to accept responsibility for the observance of all Permit Rental Agreement regulations as detailed in this agreement; the prompt payment of any permit fee applicable; the payment of damages arising out of the use of Canadore College property. Balance of fees due upon receipt of invoice.

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| **Emergency contact for Canadore College is our 24/7 security service numbers****1-705-498-7244 AND 1-705-471-4288** |

I have reviewed and acknowledge the policies:

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Applicant Signature Date (MM/DD/YYYY)