

# **CENTER FOR COMMUNITY LEADERSHIP USER AGREEMENT**

The CENTRE FOR COMMUNITY LEADERSHIP (Centre) is exclusively for the operational use of Not-for-Profit organizations and community groups.

Chestermere Youth and Community Development Society (SYNERGY) is the managing agency for the Centre.

A donation, in exchange for each use of the Centre, is required as a contribution to the overall building operation and management costs.

The Donation Schedule is as follows:

<b>GATHERING ROOM (OCCUPANCY – 75)</b>	<b>DONATION AMOUNT</b>
2 hours minimum	60.00
Every hour thereafter	25.00
Daily (8am-6pm or any 10 hour period)	250.00
<b>PRIVATE OFFICE</b>	<b>DONATION AMOUNT</b>
4 hours minimum	25.00
Daily (8am-6pm or any 10 hour period)	50.00
Weekly	200.00
Monthly	600.00

SHARED OFFICE	DONATION AMOUNT
Occasional touch down space (Max 10 hours/week)	No Charge
Weekly	100.00
Monthly	300.00

Longer term agreements are potentially available at a reduced cost

## Terms

- A signed agreement, accompanied by the required donation, must be submitted a minimum of 30 days prior [to date of use] to guarantee a booking of the Gathering Room and/or recurring bookings of office space. Bookings are not confirmed until a signed agreement and donation are received.
- Donations are not refundable or transferable.
- In addition to the donation, credit card information or a post-dated cheque, for the full amount of the donation, will be required to act as a damage deposit. The damage deposit will be held in reserve and will be voided following the booking date, after it is confirmed that user requirements have been met.
- Any damage to the building, its contents or the grounds during the rental period is the responsibility of the user who will be charged the actual cost of repair, cleaning or replacement.
- Post-dated cheques are required for all recurring weekly and monthly bookings.
- Subletting of any space is not allowed.
- Set up and clean up is the responsibility of the user.
- Smoking is not permitted in the building or on the deck.
- **The user is required to carry their own liability insurance coverage. The City of Chestermere and/or Synergy's insurance does not cover the renter's activities.**

## Gathering Space Rental – Terms of Use

- The room rental includes the use of chairs and tables.
- Maximum capacity of the Gathering Space is \*\*\*\* when tables and chairs are used. The maximum capacity for fixed seats only (no tables) is \*\*\*\*\*. The maximum capacity for standing events (no chairs or tables) is \*\*\*\*. Events may not exceed these numbers.
- The Centre does not have a liquor license. Alcohol is only permitted with a valid liquor license acquired and paid for by the user for the duration of the event. Drinking is not permitted in the private or shared work spaces or on premises outside of the building.
- The use of tape must be limited. If tape is used, only painters tape can be used on the walls or floor.
- Open flame candles MUST be used in a candle holder where the top of the holder is two (2) inches higher than the flame or in an enclosed holder (ie, a lantern)
- **The user is required to carry their own liability insurance coverage. The City of Chestermere and/or Synergy's insurance does not cover the renter's activities.**

## Cancellation / Refusal to Rent

Failure to comply with the user requirements will result in cancellation of the booking. The Centre for Community Leadership reserves the right to cancel or refuse bookings for any group or individual, when in its opinion:

1. There is a risk of damage, or loss to the facility, premises or equipment.
2. The booking may disrupt the programs of other users.
3. The user lacks the necessary discipline or co-operation to fulfill the user requirements.
4. There has been a previous breach of operating policies and agreements.
5. The required donation has not been paid or is in arrears.

## Event and Cleaning Requirements

1. Set up and clean up are the responsibility of the user.
2. Decorating is permitted providing there is no damage to surfaces and all decorations are removed after use.
3. If the user is serving liquor a valid Liquor Permit must be posted, and the user must adhere to its terms. RCMP must be notified, by the user, of all events serving liquor and they may patrol the building to verify the Liquor Permit.
4. The authorized signature User Representative is responsible for ensuring that their group complies with all requirements.
5. Janitorial supplies (mops, pails, brooms, garbage bags, extra toilet paper) are located in the storage closet.
6. Cleaning requirements include:
  - a) Wash, stack, and return tables and chairs to designated area.
  - b) Sweep and/or dry mop the floor and wet mop any spills.
  - c) Remove all food, liquor, dishes and other supplies brought into the Centre.
  - d) Wash kitchen counters, wipe out fridge and microwave if used.
  - e) Take all garbage out to the dumpster in the parking lot.
  - f) Close all open windows, shut off lights and lock doors when leaving.
  - g) Return keys on the following business day.

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Printed Name of User Group Representative

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Printed Name of Synergy Representative

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User Group Authorized Signature

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SYNERGY Authorized Signature

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Date

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Date

# CENTER FOR COMMUNITY LEADERSHIP

## SPACE USE AGREEMENT

### USER INFORMATION

Organization Name: \_\_\_\_\_

Proof of Not for Profit Status: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City/Prov/Postal: \_\_\_\_\_

Purpose: \_\_\_\_\_

Space Required: \_\_\_\_\_

Date(s) Require: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of People: \_\_\_\_\_ Set Up Access Time: \_\_\_\_\_

### PAYMENT

The rental donation rate for the  Gathering Space  Share Work Space  Private Office Space  
on \_\_\_\_\_ mm/dd/yy (include range of dates if applicable) is:

Room Rental Donation: \$ \_\_\_\_\_ Copy of Liability Insurance Policy received \_\_\_\_\_

Donation Due: \_\_\_\_\_ Donation Received: \_\_\_\_\_

Form of Payment  Cash  Cheque  Credit Card

**By signing this agreement, the User agrees to the terms and conditions for this facility rental.**

\_\_\_\_\_  
Printed Name of User Group Representative

\_\_\_\_\_  
Printed Name of Synergy Representative

\_\_\_\_\_  
User Group Authorized Signature

\_\_\_\_\_  
SYNERGY Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date