

Calgary Association of the Deaf Meeting Room Rental Agreement

Please read this carefully before signing

PLEASE NOTE: Your signature below indicates that you received a copy of the attached meeting room agreement, have read them and accept and agree to be bound by them.

The Calgary Association of the Deaf (CAD) welcomes the public use of its meeting facilities in keeping with the one of CAD's objectives to "service as a facility to provide resources to promote, advocate, and improve the social, educational, physical and quality of life for Deaf individuals in the City of Calgary and/or Southern Alberta".

Meeting Room Priority and Scheduling

Please be advised that Deaf local (Calgary and then Southern Alberta) events have priority based on the timing of requests received. When scheduling conflicts exist, priority will be given to Deaf local organizations/citizens and then to the Deaf provincial organizations/citizens.

Meeting Room, Common Areas and Public Bathrooms Rules and Regulations

All applicable fire and building codes must be followed. Meeting Room capacity shall not exceed 32 people at a time.

All meetings must have an applicant present (at least 18 years old) who is responsible for the participants attending.

No activities are allowed which creates noise, or which disturbs the normal affairs of the CAD facility.

The use of open flames or candles in the meeting room, common areas and public bathroom is prohibited.

Application for the use of the meeting room, signed by an authorized representative of the requesting organization and all appropriate fees shall be submitted to the CAD President at least 2 weeks prior to the date for which use of the meeting room is requested. An application shall be approved when signed by the President.

The electricity capacity of equipment used should not exceed circuit limits. This must be cleared with the President's representative.

No object, poster, writing, hanging, etc. will be placed on doors, walls, ceilings, windows, window coverings and cabinetry.

Neither the name nor address of the CAD may be used as an official address or headquarters of any Organization.

Copies of all advertisement materials shall be provided by the requesting organization. No signs may be posted inside or outside the CAD premises without permission of the President.

To access the public bathrooms, the code number can be found on the sign posted on the back of the CAD's entrance door.

Please note that the front and back entrances of the building will be automatically locked during evenings and weekends so please make sure someone is present to open the door for attendees needing to come inside the building.

Room set-up and Equipment

Room set-up selection is the responsibility of the applicant and must be selected on the Meeting Room Application.

CAD will not care for or store any organization's materials and will not take responsibility for materials left by an organization.

Food and Beverages

Alcoholic beverages, recreational drugs, vaping, and smoking are prohibited in all meeting rooms. Food and drinks are permitted but will be allowed only with advance notice and a non-refundable deposit (see application form for fees). The arrangements for food delivery are solely the responsibility of the applicant. In addition, it is the applicant's responsibility to handle set up and clean-up of the kitchen. The non-refundable deposit must be received (once application has been approved) prior to the scheduled meeting/event. Charges will be assessed if room is left in an unsanitary condition. **All trash, garbage and recyclables must be placed in the appropriate containers.**

Security and Parking

CAD assumes no responsibility for security during meetings/events. The parking lot is very limited. Only one CAD parking stall (**#26**) and limited visitors parking stalls are available. Otherwise, the attendees must park their vehicles on the street by the building or they may be subject to ticketing.

Walk Through Facility Inspection (Before and After)

To have the security deposit back, it is required that the applicant walk through the facility with the CAD representative prior to the use of the facility and after, to ensure nothing is missing or damaged.

Cancellations

To give all organizations an opportunity to use the CAD facility, no organization may monopolize the use of the room. Cancellations must be received **48 hours** in writing prior to the scheduled event or program. CAD will not be responsible for any damages or costs resulting from the cancellation or meetings due to the CAD closing for the

weather or other emergencies. CAD retains the right to cancel a reservation for a meeting room to accommodate operations. If cancellation is necessary, CAD will notify the group for who the room had been reserved. CAD reserves the right to revoke permission to use any meeting room to any group or organization which violates or refuses to comply with the rules and regulations established for the use of meeting rooms.

Signature of Organization's Executive Officer/Applicant: _____

Date: _____

Return this room rental agreement along with the meeting room application to:

**Calgary Association of the Deaf
103 – 2816 11 Street NE
Calgary, Alberta T2E 7S7**

Email: President@deafcalgary.com