



## Room Rental Agreement Terms of Service

1. Room rentals are non-transferable. Renters are not permitted to sublet or transfer their booked facility time to another party without prior written approval from LCLC Management.
2. The facility will normally remain open during periods of inclement weather; however, there may be times when the facility will close. If a booking is cancelled due to a facility closure, every effort will be made to re-schedule the booking and the renter will not be charged for the original booking.
3. Payment is due prior to use. Exceptions may be made for regular users that have been pre-approved by Management for monthly billing.
4. Invoices will be emailed to users pre-approved for monthly billing. Payment is due upon receipt of the invoice. Failure to make payment within the required time frame may result in suspension of facility usage. A late payment charge of 2.5% per month, compounded monthly, will apply to all invoices outstanding more than 30 days.
5. Cheques which are returned by the bank (NSF) will be subject to an administration fee of \$50 plus HST.
6. Any breach of the terms of this agreement by the Renter or its members of their group (including invitees) may, at the LCLC's discretion, result in immediate termination of this agreement by the LCLC.
7. The LCLC does not accept responsibility for enforcing the disciplinary policies of outside organizations. Any such policies apply only within the specific leased area. It is the responsibility of the lessee to enforce their own disciplinary policies as required by their respective governing bodies.
8. The lessee agrees to hold the Lessor harmless from any and all expenses, costs, and liabilities in connection with any claim which may be presented or asserted against it, except for those which arise solely through the negligence of the Lessor or its employees.
9. The Lessee agrees to indemnify the Lessor for any damage that may occur to the property, facilities or equipment resulting by the Lessee and its participants. The Lessee will be held responsible for any damages or costs incurred due to the actions of the Lessee or their participants.
10. The Lessor will not be responsible for articles or valuables lost, stolen or in any way damaged on the premises. In the best interest of security, the LCLC recommends that the Lessee keep rooms locked any time the room is unoccupied. LCLC staff can assist by locking the room in the presence of the lessee to ensure contents are secure.
11. The Lessor assumes no liability for the unavailability of the leased space if the unavailability is due to circumstances beyond control of the Lessor, including fire, labour strikes, emergency hazardous conditions, activation as EMO shelter or any act of nature or force majeure event.
12. The Lessor reserves the right to pre-empt the use of the above space, provided notice of such intention is given at least seven (7) days in advance. Any monies paid for cancelled bookings will be refunded or credited to the Renter's account.

13. Any organization who intends to run any ticket draws, 50/50 draws etc. in the building must present a copy of the licence for the Alcohol and Gaming Authority at the signing of this contract.

**Extra Costs**

The lessee understands that the rental room is only available during the time listed on the agreement form. If the lessee wishes to access the room before or after the scheduled time, it must be arranged in advance and may be subject to additional charges.

Additional charges may also apply for items or services not included in the original booking

These may include, but are not limited to:

- Extra equipment rental (e.g., LCD projector, flip chart)
- Additional electrical needs (e.g., extension cords, power panels)
- Same-day changes to the setup (e.g., additional tables or chairs, or reconfiguring the room layout)

**Cancellation Policy:**

Cancellations must be submitted in writing (email is acceptable) to LCLC administration.

- Cancellations with 7 or more days' notice will not be subject to any charges. Any payments made will be refunded or credited.
- Cancellations with less than 7 days' notice will result in 100% of the rental fee will being forfeited.
- No refund or credit will be issued for no-shows or same-day cancellations.
- Weather-related or emergency cancellations initiated by the LCLC will not be charged, and efforts will be made to reschedule the booking.

Exceptions to this policy may be considered under extenuating circumstances at the discretion of LCLC General Manager.