Saunders Building
199 Campbell Street

Rotary
Club of Collingwood

Future Home of
The Rotary Centre

Room Rentals
Community Connection
199 Campbell Street, Collingwood ON L9Y 4J9
Phone: 705.444.0040 x 229; Fax: 705.445.1516
Email: info@communityconnection.ca

Room Rental Policy

Community Connection rents office and meeting room space to organizations and to groups of organizations that provide services to residents. The purpose is to make it easier for residents to access services and to build the capacity of organizations to influence positive change within our community.

1) Smoking is not permitted anywhere in the Saunders Building or near the entrance doors.

2) Rooms are not available for private social functions or retail/sales transactions.

3) Activities must not interfere with normal operations of the Saunders Building.

4) Food and beverages may be served provided that all evidence of food is removed from the premises before leaving, the kitchen area is cleaned and all trash is properly bagged and discarded appropriately.

5) Preparation of the room prior to the meeting and clean up following the meeting is the responsibility of the group requesting use of the room. The group is also responsible for any damages to the property.

6) After each meeting, all furniture must be returned to its original arrangement and the room left in the condition in which it was found. Failure to comply with the above will result in the loss of rental privileges.

7) A primary contact person and their phone number must be identified on the rental form. This person will be responsible for ensuring doors are locked behind meeting attendees as they leave.

8) The Saunders Building is not responsible for lost or stolen items.

9) The payment and signed rental form must be received to process each reservation.

10) At least 24 hours notice of cancellation is required or the booking agency may be billed for the rental fee.

11) Groups, whose room use is co-sponsored by Community Connection, will not be charged room rental fees.

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ROOM RENTAL REQUEST FORM

Organization/Group: _____

Contact Person: _____

Email: _____

Phone: _____ Fax: _____

Address: _____

Address: _____

RENTAL INFORMATION

Meeting Date(s) & Time(s) Requested: _____
(example: Monday August 27th; 2-4 p.m.)

Event Type: _____
(committee/ board meeting, client meeting, training, etc.)

Expected Number of Attendees: _____

Will you be serving food at your event? ❏ Yes ❏ No

MEETING ROOM OPTIONS

❏ Room A - Private Office, holds up to 3 people

❏ Room B - Private Office, holds up to 3 people

❏ Room C – Meeting Room, holds up to 20 people

❏ Room D – Meeting Room, holds up to 12 people

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RENTAL FEES

REGULAR BUSINESS HOURS – Monday to Friday 8:00am – 5:00pm

❑ $12.00 up to 2 hours
❑ $25.00 up to 4 hours
❑ $50.00 full day

OUTSIDE REGULAR BUSINESS HOURS, EVENINGS, WEEKENDS, HOLIDAYS

❑ $50.00 up to 4 hours
❑ $100.00 full day

CO-SPONSORED BY COMMUNITY CONNECTION

❑ No fee

METHOD OF PAYMENT

❑ Invoice   ❑ Cheque   Amount Paid: _____   Staff Initials: _____

Please read and sign below:

I have read and agree to abide by the Saunders Building policy and procedures for the use of meeting rooms. I also agree to defend and hold harmless and indemnify the Saunders Building and Community Connection and any of its employees or agents from any claims, suits or other actions arising from, caused by, or which are the result of any alleged act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the premises for the purpose of participating in, organization, assisting, enjoying, supervising or in any other way furthering the activity to be held (as described above) on the date(s) listed above. The undersigned is authorized to execute this agreement on behalf of this organization.

Print Name: _____

Signature of Applicant: _____

Date: _____