



# CORYDON COMMUNITY CENTRE



## ROOM RENTAL AGREEMENT

Rentals are handled on a first come, first serve basis and are confirmed only when a rental agreement is signed and payment is received. Please read the reverse for terms and conditions of agreement.

**Date(s) of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone Number(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type of Rental:** (circle below)

Birthday Party Meeting/Conference Reunion Shower Other: \_\_\_\_\_

**Room requested:** (circle below)

River Heights Site: Mackenzie Lounge Multi-Purpose Room Gymnasium

Crescentwood Site: Hugo Hall Multi-Purpose Room Gymnasium

Sir John Franklin Site: Boardroom Playroom Gymnasium

**Equipment needed:** (circle below)

Tables & Chairs Projector & Screen (CW & RH) - \$10 Floor Hockey Sticks/ Nets - \$5

Riding Toys - \$10 Play Structure (RH) - \$25 Scooters/Balls/Hula Hoops - \$5

**Special requests and setup:**

\_\_\_\_\_  
\_\_\_\_\_

**Signed by Lessee:** \_\_\_\_\_ **Staff Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Method of Payment:** Cheque Cash Credit Card Debit

\$ \_\_\_\_\_ Rental Fee

\$ \_\_\_\_\_ Additional Toys/Equipment Rental Fees

\$ \_\_\_\_\_ **Total Fee Paid**

**Crescentwood**  
1170 Corydon Ave  
Ph 488-7000 Fx 284-2695

**River Heights**  
1370 Grosvenor Ave  
Ph 488-7000 Fx 488-3224

**Sir John Franklin**  
#1 Sir John Franklin Road  
Ph 488-7000 Fx 489-1720

[www.corydoncc.com](http://www.corydoncc.com)

## CONDITIONS:

1. Corydon Community Centre is not responsible for any items lost, forgotten or left by an individual or group before, during and after your rental.
2. Application will be considered for use only during normal operating hours.
3. Full payment for rental is due at the time of room reservation.
4. **To cancel a rental, please call the site specific office (488-7000 – RH, 489-9537 – SJF, 452-9844 – CW). If cancelled 1 week or less prior to rental date NO refund will be issued, if cancelled 1 week or more prior to rental a 50% refund will be issued.**
5. Users under 18 years of age must have the rental agreement signed by a sponsoring adult, who must be present for the meeting/party and accept responsibility for the minor participants, and any damage done to the room.
6. Renters are permitted to bring and use their own equipment subject to approval of the Community Centre office.
7. Renters and participants agree to use and limit their use to the room rented and common, public areas such as lobby and washrooms.
8. Room rentals do NOT include the use of the canteen at any of our facilities.
9. Activities involving more than normal wear on the facilities will not be permitted. Users will be held responsible for any and all damages as assessed by the Community Centre office.
10. Please place all garbage in the receptacles provided.
11. Any material used on the walls should be done with masking tape only.
12. On the day of the event, notices or flyers announcing the users event, or use of the room may be placed on the rented room door.
13. Community Centre Facilities cannot provide storage space for users of the rented room.
14. Internet access is available at some facilities upon request.
15. Groups may serve food and drinks (Pepsi products ONLY), with prior approval from the Community Centre office.
16. Smoking is not permitted within our facilities.
17. Alcoholic consumption inside our building is strictly prohibited, unless it is a social hall rental with a valid MLCC liquor permit.
18. No confetti is allowed within any of our facilities.
19. Report any problems/concerns to staff on duty.
20. Users and participants must leave the premises before the facility closes.

Thank you for your responsible use of the community centre. The Community Centre Managers and staff reserve the right to ask any user to leave if they are in violation of the conditions and responsibilities outlined in this policy, if the users and activities pose a threat to the safety of patrons, or are in violation of the law. If the conditions are not followed, Corydon Community Centre has the right to cancel the rental contract and deny future requests for room rentals to the renting party.

By signing this agreement, I agree to hold Corydon Community Centre harmless from any liability for damage, loss or destruction of property or injuries to any persons. Any claims for such loss, damage or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the rental room or its contents during use or as a result of such use, and will bear the full cost of repair, including replacement, if necessary.

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