



Precious Minds Resource and Learning Centre
 21980 Hwy 12. • Sunderland, Ontario • (905) 982-0882 • Fax (905) 982-0883
 E-mail: admin@preciousminds.com

Facilities Usage Application

Applicant's Name:

Individual
 Business
 Not-For-Profit

Contact's Name:

Application Date:

Address:

Business Phone # **Home #**

Date(s) Required: **Day(s) of the Week**

Hours Needed: **Time – Start:** **Time – Finish:**

Proposed Use: **Number Expected:**

Rooms Requested:

Room	Rate per Hour	Rate per Half Day	Rate per Full Day	Rate per Evening
	(60 minutes)	(3 hours)	(7 hours)	(3 hours)
<input type="radio"/> Interaction Room #1	\$6.00	\$15.00	\$25.00	\$15.00
<input type="radio"/> Interaction Room #2	\$8.00	\$17.00	\$35.00	\$17.00
<input type="radio"/> Interaction Room #3	\$8.00	\$17.00	\$35.00	\$17.00
<input type="radio"/> Interaction Room #4	\$8.00	\$17.00	\$35.00	\$17.00
<input type="radio"/> Multi-Purpose Room	\$13.00	\$27.00	\$45.00	\$27.00
<input type="radio"/> Parent Lounge & Kitchen	\$16.00	\$33.00	\$45.00	\$33.00

Discount: **Yes** **No** **Rental Rate:**

Certificate of Insurance Provided with application: **Yes** **No**

Notes:

Equipment Requested:

- The use of Precious Minds audio/visual equipment must be booked in advance and may not be available

OFFICE USE ONLY:

Authorized by:

Date Notified:

Copy to: Office Custodian Applicant

Precious Minds Resource and Learning Centre

Facilities Usage Application Guidelines

1. APPLICATION

All individuals and organizations requesting the use of the facilities are required to fill out an application prior to any commitment by Precious Minds. Be advised that Precious Minds reserves the right to cancel any event due to any unforeseen circumstances. Applicants will be informed in advance and be offered rescheduling dates.

2. RESTRICTIONS

Individuals and organizations agree to ensure that there is ABSOLUTELY NO SMOKING, or use of ALCOHOLIC BEVERAGES or OTHER BANNED SUBSTANCES on the premises. Precious Minds reserves the right to refuse use of the facilities for private functions at its own discretion.

3. INSURANCE

All organizations are required to provide proof of liability insurance in the form of a 'Certificate of Insurance' provided by their insurer. **This 'Certificate of Insurance' should be submitted with the signed application.** In addition, Precious Minds reserves the right to request to be added as an **additional named insured** under the organization's insurance policy.

4. GENERAL CONDITIONS

1. **Name** covenants with **Precious Minds** to pay rent, to keep the premises in an ordinary state of cleanliness, and to repair damage caused by its willful or negligent conduct, or that of persons permitted on the premises by it; and will not assign or sublet without leave by **Precious Minds**.
2. **Name** agrees to ensure that there is absolutely no smoking, or use of alcoholic beverages or other banned substances on the premises.
3. **Name** agrees that the facility will be used for designated use only, and will not be used for other private business or enterprise.
4. **Name** will not do anything, or permit anything to be done on the premises, which may be annoying to **Precious Minds**, or which **Precious Minds** may deem to be a nuisance, or by which the insurance on the building may be increased.
5. **Name** shall be responsible for the conduct and supervision of all persons admitted to the building and grounds, and shall see that all regulations contained in the agreement are strictly observed.
6. **Name** agrees that it will not, without written consent of **Precious Minds**, erect or cause to be erected on the premises, any device or apparatus whatsoever.
7. **Name** will give **Precious Minds** prompt written notice of any accident or other defect in the rented area, of which it becomes aware.
8. **Name** is required to provide proof of liability insurance in the form of a 'Certificate of Insurance; provided by their insurer. **Precious Minds** reserves the right to be added as an additional named insured under **Name's** insurance policy.
9. **Name** will provide signage which is consistent with the requirements of both organizations.
10. **Name** agrees to adhere to **Precious Minds** policies, regulations, etc. in the area of patient, visitor, and staff safety.
11. If **Name** is obliged to vacate the premises on or before a certain date, and **Precious Minds** has entered into a rental agreement with a third party to rent the premises after such date, and **Name** fails to vacate the said premises, thereby causing **Precious Minds** to be liable to such third party, then **Name** shall, in addition to any other liability hereunder, indemnify **Precious Minds** for losses suffered by reason of this failure to vacate.
12. **Precious Minds** reserves the right to withdraw the privilege of any applicant who violates or fails to comply with the above regulations.
13. **Precious Minds** agrees to maintain the facility in good repair, and to provide building maintenance on a regular basis.
14. **Precious Minds** agrees to provide housekeeping services.
15. **Precious Minds** agrees to pay for light, heat, water, property insurance, taxes and other normal landlord expenses.
16. **Precious Minds** will provide access to a photocopier and a facsimile machine on a fee for service basis.
17. This **Rental Agreement** may be terminated without penalty by either party, with 60 days written notice.
18. The **Rental Agreement** will be re-negotiated annually between the parties.

5. OFFICE SUPPLIES

Pricing are available upon request

6. RATES AND PAYMENTS

All payments are to be payable to Precious Minds.

Multi-Use:

- A security deposit is required upon application approval: 30% of monthly fee
- The security deposit will be applied to the last month's rent
- The balance is due on the first day of each month

Signed by: _____ on _____
(date)