



# Room Use

## **POLICY**

The Cascadia Society is not equipped to operate as a room use facility to the greater community, as we cannot adequately oversee security, liability and management of these kinds of rental arrangements. Please note that Cascadia is not zoned for public assembly.

As such the society will **only** allow the following people/organizations/non-profit groups to use its facilities at their own risk for occasional or one-time events, which happen *outside* of Cascadia's regular working hours:

- Anthroposophical Society
- Christian Community Church
- Vancouver Waldorf School
- Westcoast Institute
- Other organizations/individuals that are deemed appropriate.

Any organization using Cascadia's space will be asked to make a donation to The Cascadia Society. The donation will be used to cover the costs incurred by the society (i.e., admin, heat, light, wear & tear.) These organizations or individuals must obtain their own insurance and provide proof of this coverage to the Business Director prior to the event.

**Programs related to Cascadia companions** are to be regarded as Cascadia program activity. Programs must be preapproved and any payments received for these activities must go through the Cascadia office.

### **After hours coworker activities (e.g. rehearsals, study, practicing, etc.) that do not involve payment of any kind:**

Coworkers may engage in their own activities in Cascadia spaces if they do not conflict with Cascadia programs and must notify Business Administrator of all after hour room usage.

Ongoing activities must be pre-approved by the management group each term, with a description of the activity, including a list of participants. The majority of participants must be Cascadia coworkers. These activities may be pre-empted from time to time if the space is needed for Cascadia program activities. Once coworker activities are approved, Cascadia agrees to carry liability insurance for these activities and will not require extra insurance coverage.

### **Coworker Space Requests**

Requests made by coworkers for room use for events, workshops, lectures, therapies, etc., must be approved for appropriateness by Cascadia's focus group.

Coworkers using the space will not be asked to make a donation if they are not charging for the event, class, therapy, workshop, etc., however, they will be asked to make a donation should



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they be profiting from the use of Cascadia's space.

Any coworker, person using Cascadia facilities must carry their own liability insurance and must provide a copy to the Business Director or designate prior to using the facility.

All requests for room use must be in writing and submitted to the Business Director or designate.

## **Contact Person**

The Admin Assistant will check with the Cascadia calendar and any resident to make sure that that date and time is available. Once the room use is approved a Cascadia contact person will be arranged for the person using the space. The contact person will be responsible to de-alarm and alarm the building (if applicable) ensuring the security of the building upon closing. Collect keys (if applicable) and be available 'on-call' should it be necessary. *If there is no contact person available for the time required, the room(s) cannot be used.*

1. **Donations** – Contribution must be paid in full **prior** to using room(s) or as agreed upon with the Cascadia Society.
2. **Damage Deposit** - (if required) the damage deposit will be refunded the next working day after the room usage, should everything be left in good repair.
3. **Cleaning** - Rooms must be left in the same condition as they were found. This includes any washrooms used as well as the kitchen. Should Cascadia have to clean any space after being used (and not left in the same condition as it was in prior to use), a cleaning fee will be charged.

***\*Please note that Cascadia does not permit smoking or alcohol consumption on its premises.***



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Suggestions for Donations are as follows:

<b>Fee</b>	<b>One Room</b>	<b>Multi-use of Hall / Kitchen</b>
<b>Hourly (day only)</b>	\$20.00	\$30.00
<b>½ day (4 hours max.)</b>	\$60.00	\$75.00
<b>Full day (until 6:00pm)</b>	\$100.00	\$150.00
<b>Evening rate (6:00pm – 11:00pm)</b>	\$60.00	\$75.00
<b>Damage Deposit (refundable)</b>	\$200.00	
<b>Cleaning</b>	\$35 per hour	

Standards associated with this policy: 1) 1.H.1 and 2) 1.H.2

RESPONSIBILITY OF: Admin Assistant

MONITORED BY: Business Director