



Use of CCOC's Meeting Rooms

The main purpose of the CCOC meeting rooms is to provide meeting/event space for CCOC staff, volunteers and tenants and for local community groups.

The Tenant and Community Engagement Department will promote and coordinate meeting room usage and bookings. Problems and issues concerning the meeting rooms will be referred to the Tenant and Community Engagement Committee.

Guidelines

The priority list for booking the rooms is as follows:

- CCOC corporate meetings,
- CCOC sponsored tenant meetings/events,
- tenant events/meetings,
- non profit groups,
- others.

Meeting rooms may be booked for social events that will not disturb tenants, do not include alcohol and that are finished by 10:00 p. m. The number of people attending the meeting/event will not exceed the capacity for the room as outlined in Addendum B. Parental supervision must be provided for all children's events. The room shall not be rented to individuals and/or groups that may violate or promote violation of the rights that are guaranteed under the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.

To ensure the guidelines for the rental of meeting rooms are met, CCOC staff will inquire into the nature of the meeting or event when a booking is requested. If a staff person feels that the proposed use of the room is in conflict with the guidelines, the request will be referred to the Tenant and Community Engagement Committee. Any individual or group that has been refused use of the room for the above reason may appeal to the Board of Directors.



Refusal to Rent a Room

If a lessee abuses the use of a CCOC meeting room CCOC will issue a warning and a charge back if appropriate. If there is a second abuse, CCOC staff will have the right to refuse to rent them a meeting room and to cancel all bookings previously made. If they have pre-booked the room and prepaid, the funds will be refunded to them, minus any outstanding funds.

Fees

People/groups who rent the rooms are asked to pay a rental fee and cleaning/key deposit. These fees are set annually by the Tenant and Community Engagement Committee (See addendum A). Tenants who are booking the room for a for-profit purpose will pay the same amount as “Others”. There is no charge for meetings/events of CCOC tenants.

Non-tenants will be asked to pay the fees by cash, certified cheques or money orders. The deposit is kept until CCOC’s cleaning staff has inspected the room and the keys are returned.

In the case of a cancellation, the lessee must notify CCOC at least 2 full working days in advance for a full refund or credit.

Requests for free use of a meeting room must be made in writing and will only be considered if the group is non-profit and meets one or both of the following criteria:

- I. is a community group that provides services used by CCOC tenants; and/or
- II. is a group whose work furthers the goals of CCOC.

Groups will be made aware of the criteria they must meet to qualify.

The Tenant and Community Engagement Committee reserves the right to charge fees based on their assessment of such written requests.

Keys

Keys for the meeting rooms are picked up at the CCOC office the working day before or day of the booking. The lessee must first pay the rental fee, the clean-up deposit and sign the Agreement for the Use of Meetings Rooms. Keys are to be returned to the CCOC office the first working day after the booking.

To lessen inconvenience to the lessee and the amount of staff time involved, people renting a room regularly over a period of more than 1 month may be given a key to room for the



duration of their rental period. This privilege will be withdrawn if the lessee abuses the privilege in any way (i.e. using the room without booking it, giving someone else access to the room).

CCOC will not assume responsibility for any property brought into or left in the room by a lessee.

ADDENDUM A

Rental Rates (all rooms except 464 Metcalfe)

tenants (non-commercial use) & non profit groups	\$20.00
others (yoga groups, etc.)	\$35.00 for 4 hours, \$5. /additional hour
deposit for clean-up/key deposit	\$45.00 (everyone must provide this)

Rental Rates for 464 Metcalfe

Up to 50 people:

tenants (non-commercial use) & non-profit groups	\$50.00
others	\$75.00 for 4 hours, \$10 /additional hour
refundable clean-up/damage deposit	\$75.00 (applies to all)

50-100 people

tenants (non-commercial use) & non-profit groups	\$75.00
others	\$100 for 4 hours, \$25 additional hour
refundable clean-up/damage deposit	\$100.00 (applies to all)



ADDENDUM B - Room Capacity

Building	Size	Room Capacity
170 Booth	19'X24' + 11'X13'	25 people
464 Metcalfe	1337 square feet	150 people