

# **COLUMBIA COLLEGE**

**THE FOLLOWING DOCUMENT OUTLINES  
POLICY AND PROCEDURES FOR FACILITY RENTALS**

**May, 2011**

# COLUMBIA COLLEGE

## POLICY STATEMENT CORPORATE

### **POLICY STATEMENT:**

It is the intent of this corporation to rent classrooms, computer labs, and equipment to organizations and companies outside the college community.

### **REQUIREMENTS:**

1. Business References – 3 business references are required to accompany the request for Rental space to unknown parties
2. Payment for classroom and computer lab rentals must be made in advance
3. Clear evidence of activities that the room will be used for is required (example: Lesson plan and materials.)
4. Copy of marketing materials and advertisements for the event or program may be requested when it is not clear what the purpose the rental is for.

### **REGULATIONS:**

Rooms and services will be rented on a first-come, first-service basis and according to the accompanying set of rates. Appendix 1

We reserve the right to limit or restrict bookings in keeping with our corporate philosophy.

Those utilizing our facility will treat it and all other users with respect and courtesy appropriate to a business environment.

Any damage incurred by users will be reported as soon as possible to the Columbia College Facility Manager; damages caused by the user will be the financial responsibility of the user.

Fixed term or periodic agreements may be terminated by Columbia College with one month's notice. Periodic agreements must be confirmed 48 hours prior to intended use.

### **The tenant obligations:**

1. to pay rent when due;
2. not to interfere in any significant manner with the rights of Columbia College staff/students or other tenants in or around the premises;
3. not to perform illegal acts or carry on an illegal trade, business or occupation in or around the premises;
4. not to endanger persons or property in or around the premises;
5. not to do or permit damage to, in or around the premises;
6. maintain the premises in clean condition; and return furniture and equipment to original placement at the end of each session
7. vacate the premises at the expiration or termination of the tenancy;
8. use of the rooms for food or alcoholic beverages will require appropriate licensing/permits to be acquired by the tenant.

NOTE: Tenant and landlord obligations will be included in the individual contracts between Columbia College and the tenant.

**The landlord obligations:**

1. make the premises available and ready for occupation at the beginning of the tenancy;
2. not to disturb the tenant's possession and peaceful enjoyment of the premises
3. maintain the premises in good repair in compliance with all building health, fire, and safety standards.

**PROCEDURES:**

The Facility Manager will handle a schedule of bookings and finalize the Sub-Lease Agreement together with the prospective tenant.

The Facility Manager will notify the accounting department in writing as each agreement is signed so invoicing arrangements can be made.

## SERVICES PROVIDED WITH ROOM RENTALS (weekday rentals):

1. A staff member ensures the following services are provided:
  - a. overhead projector (if booked)
  - b. white boards
  - c. screens, flip charts (if booked)
  - d. tables/chairs/desks
2. Photocopying services (if requested).
3. A positive atmosphere with a comfortable, caring environment.
4. Parking in overflow at a cost of \$4.00 per day, paid by the Lessee

## AGREEMENT CHECK LIST:

1. Date of agreement.
2. Names and addresses of both parties.
3. Address and description of property.
4. Term of tenancy.
5. Rental amount - where and when to be paid.
6. Services and equipment included (utilities, janitorial, staff, tables, chairs, desks, equipment, etc.)
7. Care, maintenance and repair of premises.
8. Insurance.
9. Designation of those allowed and permitted use of property.
10. Parking, plug-ins (for evening or weekend rentals), and other amenities.
11. List of regulations.
12. Report on condition of property.
13. Signature of both parties - dated.

## Room Rental Availability

**Monday - Friday 8:00am -5:00pm**

**Monday - Friday 5:00pm - 10:00pm**

**Saturday 10:00am - 2:00pm**

**SERVICES PROVIDED WITH ROOM RENTALS THAT INCLUDES AMBASSADOR/SECURITY PERSONNEL  
(evenings or weekend rentals):**

1. Ambassador/security member ensures the following services are provided:
  - a. access to the premises
  - b. directions to the room that has been rented
  - c. closure of the premises
  - d. A positive atmosphere with a comfortable, caring environment.
2. Additional services include:
  - a. overhead projector (if booked)
  - b. white boards
  - c. screens, flip charts (if booked)
  - d. tables/chairs/desks
  - e. photocopying services (if requested).

**AGREEMENT CHECK LIST:**

3. Date of agreement.
4. Names and addresses of both parties.
5. Address and description of property.
6. Term of tenancy.
7. Rental amount - where and when to be paid.
8. Services and equipment included (i.e. utilities, janitorial, staff, tables, chairs, desks, equipment, etc.)
9. Security deposit - up to the first two months in advance.
10. Care, maintenance and repair of premises.
11. Insurance.
12. Designation of those allowed and permitted use of property.
13. Parking, plug-ins, and other amenities.
14. List of regulations.
15. Signature of both parties - dated.

**Weekday rates:****Monday - Friday 8:00am -5:00pm**

\* Half Day is 4 hours between 8:00am and 5:00pm

**CLASSROOM**

	Single day booking		2-5 day booking		6-25 day booking		27-52 day booking	
<b>Capacity</b>	<b>Half Day rate *</b>	<b>Full day rate *</b>	<b>Half Day rate</b>	<b>Full day rate</b>	<b>Half Day rate</b>	<b>Full day rate</b>	<b>Half Day rate</b>	<b>Full day rate</b>
32 seats	\$ 100.00	\$ 190.00	\$ 90.00	\$ 175.00	\$ 75.00	\$ 150.00	\$ 55.00	\$ 125.00
24 seats	\$ 80.00	\$ 150.00	\$ 70.00	\$ 125.00	\$ 55.00	\$ 100.00	\$ 45.00	\$ 80.00
15 seats	\$ 60.00	\$ 110.00	\$ 50.00	\$ 90.00	\$ 45.00	\$ 80.00	\$ 40.00	\$ 70.00

**COMPUTER LAB**

	Single day booking		2-5 day booking		6-25 day booking		27-52 day booking	
<b>Capacity</b>	<b>Half Day rate</b>	<b>Full day rate</b>	<b>Half Day rate</b>	<b>Full day rate</b>	<b>Half Day rate</b>	<b>Full day rate</b>	<b>Half Day rate</b>	<b>Full day rate</b>
32 computers	\$ 290.00	\$ 390.00	\$ 250.00	\$ 350.00	\$ 200.00	\$ 325.00	\$ 175.00	\$ 300.00
30 computers	\$ 250.00	\$ 350.00	\$ 225.00	\$ 325.00	\$ 175.00	\$ 300.00	\$ 150.00	\$ 275.00
25 computers	\$ 225.00	\$ 325.00	\$ 200.00	\$ 300.00	\$ 150.00	\$ 275.00	\$ 125.00	\$ 250.00

## Evening and Weekend rates

**Monday - Friday 5:00pm - 10:00pm**

**Saturday 10:00am - 2:00pm**

### CLASSROOM

	Single day booking		2-5 day booking		6-25 day booking		27-52 day booking	
Capacity	Mon - Fri evening	Saturday 10-2	Mon - Fri evening	Saturday 10-2	Mon - Fri evening	Saturday 10-2	Mon - Fri evening	Saturday 10-2
32 seats	\$ 200.00	\$ 270.00	\$ 190.00	\$ 255.00	\$ 175.00	\$ 230.00	\$ 155.00	\$ 205.00
24 seats	\$ 130.00	\$ 230.00	\$ 170.00	\$ 205.00	\$ 155.00	\$ 180.00	\$ 145.00	\$ 160.00
15 seats	\$ 110.00	\$ 190.00	\$ 150.00	\$ 190.00	\$ 145.00	\$ 160.00	\$ 140.00	\$ 150.00

### COMPUTER LAB

	Single day booking		2-5 day booking		6-25 day booking		27-52 day booking	
Capacity	Mon - Fri evening	Saturday 10-2	Mon - Fri evening	Saturday 10-2	Mon - Fri evening	Saturday 10-2	Mon - Fri evening	Saturday 10-2
32 computers	\$ 390.00	\$ 470.00	\$ 350.00	\$ 430.00	\$ 300.00	\$ 405.00	\$ 275.00	\$ 380.00
30 computers	\$ 350.00	\$ 430.00	\$ 325.00	\$ 405.00	\$ 275.00	\$ 380.00	\$ 250.00	\$ 355.00
25 computers	\$ 325.00	\$ 405.00	\$ 300.00	\$ 380.00	\$ 250.00	\$ 355.00	\$ 225.00	\$ 330.00

**Columbia College  
SUB-LEASE AGREEMENT**

**NOTE: Clarification of Terms**

**Must; Shall; Will:** These words or phrases indicate actions or activities that are *essential* or *mandatory*.

**Should:** This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.

**May or Could; Can:** These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

Lessee Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Business: \_\_\_\_\_ Home: \_\_\_\_\_ GST Registration No.: \_\_\_\_\_

Budget Code: \_\_\_\_\_ Corporate Registration No.: \_\_\_\_\_

Lessor Name: Columbia College

Address: 802 Manning Road NE Postal Code: T2E 7N8

Telephone: Business: (403) 235-9300 Contact name: \_\_\_\_\_

Room: \_\_\_\_\_ Building: \_\_\_\_\_

Date Sub-Lease Started: \_\_\_\_\_ to \_\_\_\_\_

Sub-Lease Fee: \_\_\_\_\_ G.S.T. \_\_\_\_\_

**INTRODUCTION**

The following items relate specifically to the two parties noted above. If issues arise that are not clearly identified in the following agreement then the two parties listed above will refer to the master agreement between Willowglen Business Park and Columbia College Corp. as statements within that agreement supersede all statements listed below.

**REQUIREMENTS:**

5. Business References – 3 business references are required to accompany the request for Rental space to unknown parties
6. Payment for classroom and computer lab rentals must be made in advance
7. Clear evidence of activities that the room will be used for is required (example: Lesson plans and materials)
8. Copy of marketing materials and advertisements for the event or program may be requested when it is not clear what the purpose of the rental is.

**TERMS OF AGREEMENT**

This Agreement confirms the terms of your Sub-Lease Agreement with Columbia College Corp.

**ACCESS TO COMMON AREAS INCLUDES:**

- Entrance and hallways
- Coffee/lunch room
- Washrooms

**ACCESS TO COMMON AREAS DOES NOT INCLUDE:**

- Resource room
- Storage room
- IT office or server rooms
- Library



**SERVICES PROVIDED**

- Photocopy machines: \$.10 cents per page Black and White, \$.30 cents per page Color
  - Lights, heating, maintenance, cleaning
  - Parking stalls close to Deerfoot Trail @ \$4.00 per day for daytime weekdays
  - White boards as mounted
1. Columbia College shall not be liable to you for any expenses incurred by you nor will you have authority to bind Columbia College by any promise or representation, unless specifically authorized in advance and in writing by an officer of Columbia College.
  2. Columbia College shall not be liable nor responsible for any bodily or personal injury or property damage of any kind or nature whatsoever, that may be suffered or sustained by you or your employees or agents in the performance of this Agreement, except to the extent that such injury or damage is due to the negligence of Columbia College, its employees or agents.
  3. The Lessee listed above will, at their own expense, insure property and equipment that belongs to Lessee that resides on the premise of Columbia College Corp.
  4. You shall indemnify and hold harmless Columbia College, its employees and agents against any and all losses, costs, damages, claims, actions or causes of action, interest and all liabilities of whatsoever kind or nature, including fees and disbursements of legal counsel which Columbia College may sustain or incur by reason of any acts or omissions by you in the performance of this Agreement and any steps that are taken in regard to the enforcement of this Agreement.
  5. The Lessee agrees to return all of Columbia's property including: keys, materials, supplies and resources at the end date noted above, or date of early termination.

Please sign below, signifying your understanding and acceptance of this Agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ (month) 20 \_\_\_\_\_.

\_\_\_\_\_

LESSEE (Print)

\_\_\_\_\_

LESSOR (Print)

\_\_\_\_\_

LESSEE (signature)

\_\_\_\_\_

LESSOR (signature)