



**Space Rental Application/Agreement Form  
For 1369B St Clair Ave West . Program Room**

<b>Rental Fees:</b> Full day: 9a.m.- 5p.m.	\$100.00 <input type="checkbox"/>
Half day: 9:00a.m. – 1:00 p.m. or 1:00 to 5:00p.m.	\$ 60.00 <input type="checkbox"/>
2 hours:	\$ 30.00 <input type="checkbox"/>
Refundable Deposit (Damages)	\$ 100.00 <input type="checkbox"/>
Non- Refundable Deposit (for cleaning)	\$ 25.00 <input type="checkbox"/>

Refundable Deposit is received in Cash. Other payments are done via e-transfer and subject to HST. E-transfer to [community@musearts.ca](mailto:community@musearts.ca)

**Applicant Information:**

Organization /Individual's Name:	
Address:	Website:
Contact Person:	Title/Role:
Contact Telephone:	Contact Email:
Define Your Organization: <ul style="list-style-type: none"> <li><input type="radio"/> Charity</li> <li><input type="radio"/> Non-for-Profit</li> <li><input type="radio"/> Network/Coalition</li> <li><input type="radio"/> Resident /Community</li> </ul>	Event Description:  # of Participants

Booking Date & Time requested:

Keyholder agreement      Yes       No

Key return date: \_\_\_\_\_

Continues ...

Applicant Initials:

By signing this agreement you agree to:

- Set-up space as required and take down to original setting
- Ensure that space is left clean and tidy
- Ensure that no food is left out or in the refrigerator
- properly dispose of garbage and recycling
- Complete room checklist upon departure
- Responsible for damages and indemnify the Organization's Board of Directors against any and all claims arising out of the group's use of the facilities.

I certify that the information provided is correct and that understand our responsibilities while renting this space.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signature authorized MUSE Arts Staff: \_\_\_\_\_

### **Room Use Policies**

1. A representative of the group will be required to sign the Rental Application and Agreement Form, which states that the group is responsible for damages and indemnifies the Centre's Board of Directors against any and all claims arising out of the group's use of the facilities. Groups must designate a contact person responsible for room bookings.
2. Groups renting space from the MUSE Arts must add the following disclaimer to all promotional materials advertising the group's program to be held at 1369B St Clair Av West (MUSE Arts Creative Lab) :

This program is not sponsored by MUSE Arts. MUSE Arts carries no responsibility for its content.

3. Smoking is not permitted. Alcohol consumption is not permitted. The use of open flames, smoke or odour produced by burning aromatic substances such as candles is strictly prohibited.
4. Groups are responsible for complying with all applicable laws and by-laws as well as MUSE Arts' Rules of Conduct.
5. It is the responsibility of the group to evacuate the room in case of a fire alarm or other emergency.

Applicant Initials:

6. MUSE Arts and MUSE Arts Creative Lab are not responsible for damage to, theft, or loss of articles or property belonging to the group renting the space and/or to the program attendees.
7. Rooms must be left in an orderly and clean condition.
8. Use of the kitchen facilities and any equipment must be requested at the time of application for meeting room facilities. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only.
9. MUSE Arts, in its sole discretion, reserves the right to terminate the group's right to the use of the premises should the applicant not honour the contract.

I have read and understood the policies outlined:

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

Title: \_\_\_\_\_

Signature \_\_\_\_\_

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

**To be Completed by MUSE ARTS Staff**

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

Title: \_\_\_\_\_

Signature \_\_\_\_\_

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

Approved . Paid  Subsidy

Booked

Rejected

Follow up: \_\_\_\_\_