



Animal Community Centre Facility Booking Agreement

Please note that rental is confirmed ONLY upon receipt of payment and a signed Facility Booking Agreement.

[Name or name of organization] (the "User") agrees to rent [description of facility] from the Regina Humane Society (the "RHS") on [date] from [time] to [time]

User agrees to the following:

1. The purpose of the rental does not conflict with the RHS' mission and values, does not cause interference with regular operations of the RHS, and does not infringe upon the rights of others.
2. The purpose of the rental does not promote hatred, discrimination, or expose contempt toward any person or group of persons as applicable under legislation or law.
3. Public facilities or areas on RHS premises are available for events provided such activities do not promote specific ethnic, civil, political, or religious messages, memberships, rights, or freedoms, including demonstrations or protests.
4. The RHS is not responsible for any bodily injury or death to, or any loss or damage to any property belonging to the User and any guests on its premises.
5. The User agrees to provide payment to the RHS to cover for any additional maintenance, damages, or theft caused by the User during the event.
6. To confirm the booking, payment of the rental fee is due at the time of contract signing.
7. In the event of any damage caused as a result of the rental, the User will be liable.
8. The User will not alter or tamper with any room dividers erected for their rental.
9. If an incident does occur, an Incident Report Form must be completed and submitted to the RHS within 48-hours. An Incident Report Form is required if loss or damage to RHS property occurs. Incident Report Forms can be obtained from the Community Engagement Coordinator.
10. A minimum of two (2) business days notice by email is required for booking cancellations. Failure to provide adequate notice will result in payment not being returned. Future facility rental requests will be denied until outstanding payments are settled.
11. The RHS reserves the right to cancel this booking without prior notice if circumstances beyond its control necessitate such action. Efforts will be made to notify the User in a timely manner. In the event of cancellation, any advance payment fees will be refunded.
12. This Rental Agreement is granted for the exclusive benefit of the User and may not be transferred or assigned to any other party.
13. The User is prohibited from conducting sales of goods or services on RHS premises.
14. The User is prohibited from charging any admission fee for the use of the facility unless authorized by RHS.
15. The User is responsible for arranging and covering the costs of catering services.
16. Confetti, rice, glitter, sequins etc. may not be thrown or distributed anywhere on RHS property. A cleaning fee equal to the contract rental will be assessed in the event these items are released.
17. The use of all tobacco, cannabis and alcohol products, including smoking and vaping, is prohibited on RHS premises. This includes smoking and vaping in personally owned vehicles located on RHS property, such as parking lots, and all outdoor areas. Non-compliance may result in expulsion from the premises.
18. Notwithstanding Clause 16 above, smoking and the use of tobacco is only permitted pursuant to Section 11 (3) of the Provincial *Tobacco and Vapour Products Control Act*, which states that tobacco use is permitted in "an enclosed public space while it is being used by the consent of the proprietor (RHS), for traditional Aboriginal spiritual cultural practices or ceremonies."

19. No advertising or display material may be affixed to any part of the interior or exterior of the facility, unless prior approval is obtained by the User (i.e. advertisements, notices, pictures, or decorations) from the RHS. User materials that have been approved by the RHS must be affixed in compliance with RHS policies and procedures.
20. Any materials provided by the User for use during a facility rental must be removed immediately following the event.
21. The RHS reserves the right to remove any individuals who are not acting in the best interests of the User or the RHS, or who display inappropriate behaviour.
22. If provided with a Wi-Fi password, the User must maintain confidentiality and refrain from sharing it with unauthorized individuals. Wired internet connection/data port is not available.
23. The User assumes responsibility for overseeing and supervising all individuals utilizing the facility at the specified date and times outlined in the booking request.
24. The User assumes responsibility for ensuring the facility is appropriately secured as directed by the RHS.
25. Should keys be provided for the Users rental, they are to remain on RHS property at all times unless otherwise authorized.
26. Any animals brought into the facility must adhere to the RHS *Visiting Animals Policy*.
27. The User understands that the facility, as well as event spaces, is monitored via security camera.
28. By signing this agreement, the renter acknowledges that they have read and agree to the Departure Procedure and Cleaning Requirements.

Signature of User

Date

Signature of RHS Staff Member

Date

FOR OFFICE USE ONLY

# of Classrooms	Hours	Catering Kitchen Required?	Cost
_____	_____	☐ Yes ☐ No	_____
		P. A. System Required? ☐ Yes ☐ No	_____
Subtotal: _____ Discount (if applicable): _____ GST: _____ Total: _____			