



FAMILY SERVICE TORONTO

For People. For Change.

MEETING ROOM APPLICATION

Applicant (Official group name): _____

Mailing address: _____

City: _____ Province: _____ Postal Code: _____

Tel: _____ Fax: _____ E-Mail: _____

Nature of Event:		
Date(s) Requested:	Time(s) From: To:	Anticipated Attendance:
Requirements/Details: 		

Room	Seating Arrangement	Max. capacity
Warden (South-East corner of the building)	Boardroom Theatre-style Circle Classroom (angled single table/seats 6)	60
Sterling (South - West corner)	Boardroom Theatre-style Circle Classroom (angled single table)	60

355 Church St, Toronto, ON M5B 0B2 Tel: 416.595.9230 Fax: 416.595.0242
www.familyserVICEToronto.org



Audio Visual Equipment (included):

- Projector (ceiling mounted)
- Teleconference Unit
- Microphone
- Flip Chart with paper and markers
- Wi-Fi

Room Rental also includes access to room one half hour prior to start time

The undersigned hereby acknowledges, having read the policies governing the use of FST's Meeting Room (see attached), hereby agrees with FST that such use is subject to compliance with FST's rules and regulations.

Authorized Officer Name and Title: _____

Authorized Officer Signature: _____ Date: _____

CANCELLATION

Reservation of the space requested is hereby confirmed as indicated above. Please forward payment for the rental in the amount of \$_____. **Payment must be received in advance of the date(s) booked.** There will be **no refund** unless written cancellation notice is received **7 working days** prior to the date(s) booked. For all other cancellations, an administration fee of \$30.00 will be levied. **Make cheque payable to Family Service Toronto** and send to the address shown below.

FST's Authorized Office Signature _____ **Date** _____

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Charitable Registration Number: 10737 6063 RR0001

A United Way Member Agency



Meeting Room Rental Policy

Using our space

- Users of meeting room facilities are responsible for clean-up. This includes washing all dishes and wiping all the tables. Failure to leave room(s) in a clean and undamaged condition will result in a cleaning fee of \$50.00.
- FST has a range of equipment that you can choose to include in your booking, such as flipcharts, markers and projectors. If equipment is broken during your booking, you will be charged the replacement value of each item.
- Users agree to pay for any damages caused to FST, its equipment and its property as a result of the meeting or event.
- Please refrain from posting signage (directing your guests upstairs, etc.)
- Smoking is not permitted.
- Alcoholic beverages are not permitted.
- Please do not place drinks on meeting room floors! FST reserves the right to charge for damage caused by spills.
- The maximum occupancy as set out by the Fire Department must not be exceeded.
- No storage space is provided and FST is not responsible for equipment or personal articles of the participants.
- FST staff must have access at all times.
- The building must be vacated by the stated time.
- FST is not responsible for items left unattended, nor is FST responsible for unsecured rooms and common areas.

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Parking

No reserved parking. There is parking in the area both at 355 Church St. and Sterling Rd.

Indemnification

By renting space at 355 Church you agree to release, hold harmless, and indemnify Family Service Toronto from any and all liability, costs or other claims resulting from any and all claims originating as a result of the Organization's use of the premises, equipment, or any and all other facilities provided by Family Service Toronto for the Organization.

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