



**FAMILY SERVICE TORONTO**

For People. For Change.

## 355 CHURCH STREET RENTAL ROOM APPLICATION

Name of organization:

Mailing address including postal code:

Tel:

Contact:

Email:

### Type of event:

☐ Meeting ☐ Conference ☐ Training ☐ Other

If 'other' please describe:

Estimated number of participants:

Date(s) of event:

Time of your event from start to finish (access 9 a.m.- 5.30 p.m.; M-F):

**Rates:** Full-day: \$350 (8 hours)      Half-day: \$200 (4 hours or less)      Hourly rate: \$75

### Equipment requirements (included in rental rate):

☐ AV (projector, screen only). Laptop not provided. Please tell us the type of device you plan

☐ WiFi to use      PC      Apple

☐ Polycom conference phone

☐ Flip chart/paper. Markers not provided.

### Room capacity: 60

Room set-up:

☐ Theatre (60) ☐ Classroom (40) ☐ Boardroom (22) ☐ Other

If 'other' please describe:

Is your event catered? ☐ Yes ☐ No

I will abide by the Conditions of Use set out by Family Service Toronto for the rental of its rooms.

**Authorized officer name and title:**

**Authorized officer signature:**

**Date:**

## Conditions of Use

- Users are responsible for their own room set-up and clean-up. This includes clearing all table and counter surfaces and washing dishware or glassware used during the meeting/event. A \$50 fee will be charged for failure to leave room(s) in a clean condition.
- Designated FST staff will provide orientation and guidance on how to use our furniture for set-up and take-down. At the end of the meeting/event, tables and chairs must be returned to the layout described on the floorplan. Floorplans are posted in each room. Designated FST staff are available to answer questions during regular business hours.
- Users agree to pay for any damages caused to FST property or equipment as a result of misuse or negligence.
- Taping items to walls or windows or putting beverages or food on floors or window ledges is not allowed. FST reserves the right to charge for damage caused by spills, tape or other adhesives.
- Volume levels of sound equipment must be reasonable.
- FST is not responsible for personal equipment or items left unattended.
- Users assume responsibility for the conduct of their meeting/event attendees.
- Rooms must be vacated according to the terms of the rental agreement. Additional charges will apply at the rate of \$50 per hour if the meeting/event exceeds the end time stipulated in the rental agreement.
- Smoking on FST property is not allowed.
- Maximum room occupancy (60) must be observed.
- FST reserves the right to access rooms in the event of an emergency.

## Payment

Payment must be received in advance of the date(s) booked. Make cheque payable to Family Service Toronto and mail to 355 Church Street, Toronto, ON M5B 0B2. Credit card payments are accepted.

## Cancellation

There will be no refund unless written notice of cancellation is received seven business days prior to the date(s) booked. For cancellations with less than seven days notice, a refund will be issued and will include an administration fee of \$30.

## Parking

Please use public parking or street parking for vehicles. FST doesn't provide reserved parking. Bike parking is available at street level. Bikes are not permitted inside our buildings.

## Indemnification

By renting our rooms 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 your use of the premises, equipment, or any and all other facilities provided by Family Service Toronto. Users are required to provide an insurance certificate with their application.

## Food and Refreshment

Users are welcome to bring in their own choice of food and beverages. A variety of cafes are within walking distance for carry-out beverages. FST doesn't provide coffee/tea service.

## FST Office Use Only

☐ Warden Room

☐ Sterling Room

☐ Northwoods Room

☐ FL2 Lobby