



WOMEN'S CRISIS SERVICES - ROOM BOOKING AGREEMENT

ORGANIZATION:	
Website:	
Street Address:	
City / Postal Code:	
Contact Name:	
Email:	
Cell #:	

IN CASE OF EMERGENCY:	
Contact Name:	
Cell #:	
Email:	

BILLING INFORMATION:	
Name:	
Phone:	
Email:	
Address:	

CERTIFICATE OF INSURANCE
Prior to using Women's Crisis Services of Waterloo Region's facilities, you must provide a valid Certificate of Insurance naming: Women's Crisis Services of Waterloo Region, 700 Heritage Drive, Kitchener, ON, N2A 3N9 as an additional insured. Please submit this at least one week before your booking.
Certificate of Liability is attached.
Certificate of Liability will be forwarded via email to: vanessa.perez-yepes@wcsvr.org

NAME OF EVENT:	
Meeting Room Requested:	
Date Required:	
Meeting Time - From:	To:
(Please include setup and takedown time)	
Rental Fee:	Estimated # of Attendees:
If children are attending, adult supervision is required at all times.	

BOOKING GUIDELINES AND INFORMATION

The renter must be at least 18 years of age and will be the responsible party for the booking.

Bookings are accepted on a first-come, first-served basis, subject to room availability.

The purpose of the meeting or event must be consistent with the stated purpose or function of your organization.

Meeting rooms are available during regular operating hours unless otherwise approved.

Booked time must include setup and cleanup. Renters must strictly adhere to their booked times.

The renter agrees not to exceed the maximum room capacity.

Bookings outside regular hours require approval and may be subject to additional fees.

WCSWR staff will have access to the room during the use of the rental space to ensure that all terms and conditions are followed and to collect attendance numbers.

ACCESS TO THE BUILDING

Renters and attendees must remain within the designated event space and adjacent washrooms. For access requests to other areas of the building, please coordinate with your designated contact.

CANCELLATIONS

Cancellations must be made by email to vanessa.perez-yepes@wcswr.org at least 72 hours prior to the event.

A \$25.00 cancellation fee will apply for notice given less than 72 hours prior to the event.

INSURANCE

All renters must have a minimum of \$2,000,000 in Commercial General liability insurance per occurrence and \$500,000 Tenants Legal Liability.

A valid Certificate of Liability Insurance naming Women's Crisis Services of Waterloo Region as an additional insured shall be provided 1 week prior to use of the space.

FOOD AND BEVERAGES

Women's Crisis Services facilities are Nut-Free.

Alcoholic beverages are not permitted.

Renters may bring their own food or use a caterer of their choice. Please ensure all caterers are aware of the nut-free policy.

TECHNOLOGY / AUDIO-VISUAL

Please contact Women's Crisis Services at least one week before your booking to discuss any technology or A/V needs.

A/V equipment such as the Smart Board, projector, or screen may be made available upon request, depending on the room rented. Renters are responsible for connecting their own devices (e.g., laptops, tablets) and managing software or platform connections (e.g., Zoom, Teams, Wi-Fi).

Responsibility for A/V operation during the event and takedown at the end of the session rests with the renter.

ROOM SETUP / CLEANUP

Renters may adjust table and chair layouts but must return them to their original configuration.

Please ensure all garbage and recycling are placed in the designated bins.

A **cleanup fee of up to \$100** may apply if rooms are not returned to their original state or require additional cleaning; Women's Crisis Services appreciates your assistance in keeping our shared spaces clean and ready for the next group.

SUPERVISION OF CHILDREN

Adult supervision must be provided for children at all times.

SMOKING, DRUGS, AND ALCOHOL

Smoking, vaping, recreational drugs, and alcoholic beverages are strictly prohibited within the building and on the surrounding property.

DAMAGES

Renters are responsible for any damages caused by themselves or their guests. Any damage must be reported to reception immediately.

Women's Crisis Services appreciates renters reporting any incidents promptly so that repairs can be arranged quickly and safely. Unreported incidents may result in loss of future booking privileges.

INCLEMENT WEATHER

No charges will apply if Women's Crisis Services closes the building due to weather or other emergencies.

PAYMENT & BOOKING CONFIRMATION

Payment is due upon receipt of invoice and must be received at least 5 (five) business days prior to your booking, unless otherwise arranged. Bookings are confirmed only upon payment. WCSWR reserves the right to accept or decline any reservation.

Accepted forms of payment:

E-transfer to finance@wcswr.org and send receipt to Vanessa.perez-yepes@wcswr.org

Credit card (by phone)

Cheque payable to Women's Crisis Services of Waterloo Region

If this Agreement is signed in the name of a corporation, partnership, association, club or society, the person signing represents and warrants to the WCSWR that she/he/they have full authority to sign such contract and that in the event that she/he/they is not so authorized, she/he/they will be personally liable for the faithful performance of this Agreement.

RELEASE AND INDEMNITY OF WCSWR

The Renter hereby releases, holds harmless and indemnifies the WCSWR, including their employees, servants, agents, representatives, successors and assigns for, from and against any and all claims, causes of action, demands, damages, losses, costs, charges, expenses and fees, including legal fees, or other proceedings of any kind or nature brought against, suffered by or imposed on the WCSWR arising from the rental contemplated hereunder and/or the use by the

Renter of the WCSWR facilities, save and except for claims or proceedings arising out of WCSWR's own gross negligence, whether by act or omission.

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario. By signing below, you confirm that you have read and agree to the terms and conditions of room rental and accept full responsibility for compliance with this agreement.

Print Name: _____

Signature: _____

Date: _____

Please email the completed form to Vanessa.perez-yepes@wcswr.org

Women's Crisis Services of Waterloo Region

700 Heritage Drive, Kitchener, ON N2A 3N9

Phone: (519) 741-9184

Website: www.wcswr.org