

## Space Booking Agreement

### Criteria

- All programs must be non-profit and non-partisan
- All programs must be free of charge unless approved by the St. James Town Steering Committee
- All programs and services must be for and open to residents of St. James Town and be inclusive in nature
- Space in the SJTCC will only be used for activities that adhere to the Ontario Human Rights Code
- Activities in the space must adhere to SJTCC's Anti-Oppression, Anti-Racism philosophy and guidelines
- Access to the space will be fair and equitable, consistent with our mission, vision and values and allocated using transparent principles and procedures
- The space will be available to community members and small groups
- Users must agree to periodic evaluation and tracking of usage
- Those who book the space are responsible for keeping it clean and tidy, including removing any garbage, washing dishes, and returning tables and chairs to their original place
- The SJTCC letterhead can be used to promote programs, activities, events taking place at SJTCC, but the address is not to be used as a mailing address without prior approval from SJTCC Steering Committee, office manager or designate.

### Booking of space:

- Requests will be considered on a first come, first serve basis, applying the criteria listed above
- Space must be booked at least two weeks in advance
- Requests can be submitted in person or by email
- Bookings must be confirmed by the office manager or designate
- A calendar of current programs will be posted on the web site and in the reception area of the SJTCC
- Service providers must submit program attendance to reception after each program (daily intake attendance forms are found at reception)
- It is the responsibility of the service provider to inform the staff at SJTCC of any program cancellations 48 hours prior to the day and inform the participants of cancellation

At SJTCC, space booking is done in 3 month blocks. If your program exceeds 3 month, a renewal form must be submitted.

### Agreement and Signature

By submitting this application, I affirm that the information set forth in it is true and complete. I understand that if my application is accepted, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. It is the policy of this organization to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, age, or disability.

Name (printed)	
Signature	
Date	

Thank you for completing this application form and your interest.