4689 HIGHWAY 12

NEW ROSS N.S.

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**Application for use New Ross Family Resource Centre Facility**

To be completed by Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person in Charge of Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Frequency of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time the facility needs to be opened: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ closed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose for which the premises will be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Supervisors: \_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Cost of Facility Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Agreement Approved by NRFRC staff:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room(s) Rented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**As a Facility Renter, I agree to the following:**

**Waiver**

The undersigned Organization or Individual Renter hereby assumes all risk for personal injury, property damage, death or other damages, which may arise out of or in relation to renting the New Ross Family Resource Centre. This applies to whatsoever kind of such damage and howsoever caused whether by negligence or otherwise on the part of the New Ross Family Resource Centre or any of their officers, directors, employees or agents including volunteers. The undersigned also agree to indemnify and save harmless the New Ross Family Resource Centre and their officers, directors, employees, and agents including volunteers against all claims for injury or loss whatsoever the kind and howsoever caused including negligence which may arise out of or in relation to use of the New Ross Family Resource Centre.

I have carefully read this application agreement and understand the terms and conditions of the agreement and agree to be bound by them.

**I agree to:**

1. Use the NRFRC and school grounds with care and respect.
2. Read the Facility Rental Information sheet and respect and follow all rules.
3. Abide by all safety rules. Ensure there is no smoking, illegal drugs or alcohol on the premise or property.
4. Leave the room as I found it and follow the Cleaning and Close-up Checklist
5. Return key in mail box

Do you need the use of the accessibility lift? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, a staff member will provide instruction on using the lift.

Please sign below that you have read the above information and are in agreement:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your cooperation and support!

NRFRC staff.

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**PRICE LIST**

Birthday Parties/Baby Showers: $20.00 flat rate

Other: 3 hours $25.00

Full Day: $50.00

**New Ross Family Resource Centre (NRFC)**

**Facility Rental Information**

The NRFRC supports organizations, families and the community by providing affordable spaces for rent. We believe this is an important service to the community. As a local non-for-profit organization, we rely on facility renters, to help keep our Centre a clean, safe and usable space.

**Who Can Rent the Facility?** NRFRC partners, Not-for-profit and non-commercial organizations such as youth groups, community groups and individual members of the public for personal or group use. The Centre is used for a variety of activities such as meetings, gatherings, community groups and birthday parties/showers.

**Abuse and Vulnerable Persons Policy:**

The NRFRC will not tolerate any form of physical, sexual, emotional, verbal, psychological abuse or any form of neglect or harassment. This policy applies to all staff, volunteers, visitors, parents, independent contractors and groups using the premises. A full copy of the policy is available upon request.

**Safety & Emergencies:**

No staff are on site at the NRFRC after hours. There is a first aid kit in the hallway downstairs and phone in case of emergencies. There are two first aid kits upstairs. One is located in the kitchen and the other in the Family Room. Fire exits are in the

The NRFRC is located on school grounds. Facility renters are expected to respect school property, and be attentive to student and staff in the parking lot. No smoking, alcohol or illegal drugs are allowed on the property.

Winter Weather:The NRFRC stairs and entrances may not be shoveled and salted after hours, or if it snows/freezes during the day. All Individuals/Organizations renting the facility are required to check for ice at entrances and stairs and apply salt as needed.

**Facility Space**

Rooms available for rent include upstairs Multi-Purpose Room. The kitchen may be used when renting the Multi-purpose room. You may use tea towels/dish clothes, dish soap/hand soap, garbage bags, dishes and kitchen equipment. Where possible, facility rentals will take place in the downstairs of the NRFRC while child and family programs are being run.

**Building Access:** Please contact the NRFRC by Thurs. before a weekend rental, or 2 days before a weekday rental to make building access and closure arrangements. If you are provided with a key to the Centre, please drop in the metal mail/drop box outside the downstairs entrance. Do not lend the key or give the key to anyone.

**Cleaning:** Please be respectful and leave the room as you found it including stacking chairs and putting away tables. Please leave outdoor footwear outside the multi-purpose room in the winter. As a small not for profit organization we are not able to provide janitorial services after most room rentals. This also helps to keep our rental costs low.

 THANKS