

Assiniboine College Students' Association Boardroom Rental Agreement

This agreement is made between the Assiniboine College Students' Association, and the Renter, for the rental of the boardroom located at Room 415- 1430 Victoria Ave East in Brandon MB

1. Rental Periods:

- Monday: 8:30 AM to 9:00 PM
- Tuesday: 4:30 PM to 9:00 PM
- Wednesday: N/A
- Thursday: 8:30 AM to 9:00 PM
- Friday: 8:30 AM to 9:00 PM

2. Rates:

- \$30.00 per hour
- Day rate: \$125.00 (8:30 AM to 4:30 PM)
- Evening rate: \$125.00 (4:30 PM to 9:00 PM)

If you would like to request the boardroom for a time outside of these listed, please contact acsa@assiniboine.net to further discuss rate.

3. Deposit and Payment:

A 50% deposit is due at the time of signing this agreement. The deposit can be made via cheque or e-transfer.

Full payment is due after your rental period is complete.

4. Cancellation Policy:

- More than 48 hours' notice: Full refund
- Less than 48 hours' notice: No refund

5. Reservation Process:

To request a rental of the boardroom, please contact us at acsa@assiniboine.net with the date and time you wish to book.

6. Capacity:

The boardroom has a capacity of 20 individuals.

7. Amenities:

The boardroom is equipped with the following amenities:

- Mobile whiteboard
- 52" LCD TV
- Wireless keyboard and mouse
- Video conference speakers
- Video conference webcam
- Counter space for food/drinks

8. Terms of Use:

The Renter agrees to use the boardroom for the purposes outlined in this agreement. Any additional use beyond the agreed-upon terms must be approved in advance by the Assiniboine College Students' Association.

9. Liability:

The Renter is responsible for any damages to the boardroom, or its facilities caused by the Renter or their guests during the rental period.

10. Signatures:

Both parties acknowledge that they have read and understood this agreement and agree to be bound by its terms.

Students' Association Staff: _____ Date : _____

Renter: _____ Date: _____

Renter Information:

1. **Name of Person or Organization:**
2. **Contact Person:**
3. **Contacts Email Address:**
4. **Contacts Phone Number:**
5. **Number of People Attending:**
6. **Date of Use:**
7. **Time of Use:**
8. **Purpose of Use:**