

## LANGARA COLLEGE FACILITY SPACE RENTAL AGREEMENT – TERMS & CONDITIONS

1. Prior to use the Renter agrees to make a reasonable inspection of the Langara College (the “College”) facility to ensure that is suitable for the purposes intended and will at all times exercise reasonable care and due diligence and assume all risks. The College shall not be liable to the Renter, or anyone to whom the Renter is legally responsible, for any loss or damage to property or for any personal or bodily injury, or death, or any other losses, actions, claims, liabilities, or causes of action however incurred or sustained by the Renter, or any of the Renter’s guests, invitees or participants, during or otherwise in connection with the Renter’s use of the facility.
2. The College requires that all individuals on College property behave with civility, respecting the values of diversity, free enquiry, mutual respect, individual safety, and the quiet enjoyment of others. All City, Provincial and Federal laws must be observed.
3. The Renter shall comply with all College policies and procedures, including the Ethical Conduct which are published on the website: <http://langara.ca/about-langara/policies/college-policies/category.html>
4. The use of College facilities does not imply endorsement of an activity by the College. Violation of College policies and guidelines may result in the cancellation of existing bookings or future use of College facilities.
5. The Renter shall not use the College name as sponsor of the group’s activities without the express written permission of the College. The Renter may use the College name to identify the location of the event.
6. The Renter shall pay all fees and charges for use of the facility upon receipt of an invoice, or as otherwise agreed in writing, and may only use the facility and equipment specified on the date(s) and during the time period indicated on the confirmation letter for the purposes specified.
7. The Renter shall give at least two (2) business days’ (48 hours) notice of cancellation. The total rental fee is payable for any rental cancelled with less than two (2) business days’ (48 hours) notice. In addition, Renters may be liable for extra charges if any Langara employee must be paid for attendance because of lack of notice.
8. The College reserves the right to require the presence of a College employee as a condition of use.
9. The College does not accept responsibility for any equipment, furniture, supplies or private property of any description used or left on College property. Such materials are left at the owner’s risk and may only be left with prior approval.
10. The Renter takes responsibility for any damage to College property caused by its officers, employees, servants, agents, students, volunteers, guests or invitees. The Renter will bear the full cost of repair or replacement of any College property which may be broken, damaged or stolen during the rental.
11. A designated College employee or agent will admit the Renter and secure the rented space.
12. The Renter is responsible for room set-up and must return all furniture to its original configuration at the end of the rental period.
13. Enhanced classrooms have built-in audio visual equipment. A wireless internet account is required for access. If required please contact Carmine Lee at 604-323-5307 or [calee@langara.ca](mailto:calee@langara.ca)
14. All audio-visual equipment (e.g. overhead projector, VCR and/or television) must be booked through our Information Technology (IT) department for an additional charge. If required, please contact Information Technology (IT) by email at [ithelp@langara.ca](mailto:ithelp@langara.ca) or phone 604-323-5999 (option 2).
15. The College does not provide reserved parking. Existing parking fees will apply.
16. Food and drink are allowed by permission only. Catering must be organised with Chartwells, the College’s on-site food service provider. For all enquiries and bookings please call 604-323-5295.

Renter’s initial: \_\_\_\_\_

17. Alcohol cannot be served or consumed on College property.
18. The Renter agrees to waive all rights of subrogation of recourse against the College with respect to the use or occupation by the Renter of the premises as described in the confirmation letter.
19. The Renter shall indemnify and hold harmless the College and any of its officers, employees, servants, agents and contractors for any and all claims, demands, actions and costs that may arise out of the negligent acts or omission of the Renter, its officers, employees, servants, agents, students, volunteers, guests and invitees except to the extent that such losses arise from the independent negligence of the College.
20. The Renter shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain general liability insurance of not less than two million dollars (\$2,000,000), inclusive per occurrence for bodily injury and property damage including loss thereof. Such insurance shall extend to cover the Renter, its officers, employees, students, agents, contractors and volunteers as additional insured with respect to liability arising out of the use or occupation by the Renter of College property.  
  
*Note: If your community group is a corporation or a society, you must provide insurance.*
21. The Renter shall provide the College with evidence of insurance prior to the start of the rental. Such evidence shall be in the form of a Certificate of Insurance.
22. Following an incident or accident an *Incident Report Form* must be completed and submitted to the College within 48 hours of occurrence. An Incident Report Form is required for personal injury or any loss or damage to College Property.
23. In the event of unforeseen circumstances, the College reserves the right to cancel, interrupt or revise any rental without notice and without payment of compensation.

***I have read and agree to be bound by the terms and conditions of this Agreement as set out above.***

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Signature

Date

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Name & Title

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Organization

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Street

City

Province / State

Postal / Zip Code

**APPROVED ON BEHALF OF LANGARA COLLEGE:**

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

Name & Title: Betty Ing, Administrative Coordinator, Facilities

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