



The Centre for Social Innovation Meeting Room Policies

February 2009

Please read the following policies carefully.

1. Reserving conference/meeting space does not include use of the entire Centre for Social Innovation. CSI houses many social mission tenants; please be respectful of noise and foot traffic when using the meeting room(s).
2. CSI Management reserves the right to inspect and control all functions being held on the premises. It also reserves the right to refuse any group requesting a meeting room that we consider to be inconsistent with the purpose and policies of the Centre.
3. The Centre for Social Innovation is not responsible for items left unattended. Nor is the CSI responsible for unsecured rooms or areas.
4. The provision of alcoholic beverages must be approved by CSI management in advance of the event. You are responsible for ensuring that you meet the legal obligations of the Province of Ontario.
5. The Centre for Social Innovation and the Robertson Building do not allow smoking on the premises for any reason.
6. The CSI meeting rooms must be left clean and undamaged. It is the responsibility of the meeting room user to leave the conference room(s) in the same condition in which they were found. This includes cleaning up the kitchen area, sweeping the conference room floors, and removing recycling and garbage after your meeting has finished. Failure to leave the conference room and kitchen area in a clean and undamaged condition will result in additional fees. The CSI reserves the right to charge a meeting room user \$50/hour for the cleaning of the space.
7. Because of the old flooring in our space, spills can easily reach the floor below and cause property damage. Therefore, no drinks are allowed in the meeting room unless there are tables available for attendees to use (i.e., drinks cannot be placed directly on the floor). CSI reserves the right to charge for the damage caused by any spills.
8. Users of the meeting room facilities are responsible for their own conference room set-up and break-down unless otherwise agreed in writing. If you remove tables or other items from the room while in use, they need to be returned after your meeting has finished. Please ask CSI staff for help if needed.
9. Users agree to pay for any damages caused to the Centre, the equipment of the Centre and its surrounding property as a result of the meeting or conference.
10. CSI reserves the right to assign a different but comparable room to meet the needs of the user group and the Centre if needed.
11. CSI is locked before 8:00am and after 6:00pm on weekdays, and is locked throughout the weekend. Events and workshops that take place or extend beyond these hours will require special arrangements and may include additional costs to handle the site lock-up. It is your responsibility to pick up keys in advance and to lock up after your event.
 - Event renters using the space outside of regular work hours are responsible for locking up and setting the security alarm before they leave (instruction will be provided). Failure to do so will result in an additional \$100 charge. The security of our shared space is essential.
12. Unless otherwise agreed in writing, payment for conference room rental will be handled in the following manner:
 - CSI will send you an invoice detailing your fees within six weeks of your meeting. You are expected to send a cheque payable to the Centre for Social Innovation (please note the date, time of event and the room it is held in on your check).
 - The balance of payment will be invoiced after the event. In the event that the conference room is canceled less than 72 business hours before the scheduled date, the security deposit will be forfeited.

13. If there is a maintenance emergency within the space, contact the CSI staff immediately. If the maintenance emergency occurs after business hours call the on-call building manager at 647 668 5511.

Failure to comply with the above rules, or excessive noise and/or damage, will result in additional charges assessed to you if necessary, as well as the loss of the privilege of renting the Centre for Social Innovation for future occasions.

By signing below, you are confirming acceptance of the above-noted policies and conditions on behalf of your organization for all events your organization may hold at the Centre for Social Innovation.

Name of Organization: _____

Address of Organization: _____

Administrative Contact: _____
(person who pays invoices)

Name of Signing Authority: _____

Signature of Signing Authority: _____

Date: _____

**This signed form must be submitted by email to events@socialinnovation.ca
by fax to 416.644.0116
or by mail to:**

**Attention Events
Centre for Social Innovation
215 Spadina Avenue, Suite 120
Toronto, ON, M5T 2C7**

Proof of Insurance / Insurance Indemnification

All event space renters at the Centre for Social Innovation must complete this form.

MANDATORY Please select one of the following options:

- User agrees to provide the Centre for Social Innovation proof of Commercial General Liability in the amount of not less than \$1,000,000 and that it include, without limitation, coverage for bodily injury and/or property damage resulting from the User's insured operations. This proof shall be provided in certificate form, and shall include the Centre for Social Innovation as an additional insured. This certificate is available from your insurance agent. Please fax to 416 644 0116 one week prior to event.

OR

- User agrees to release, hold harmless and indemnify the Centre for Social Innovation from any and all liability, costs or other claims resulting from any and all claims originating as a result of the User's use of the premises, equipment or any and all other facilities provided by the Centre for Social Innovation for the User.

This signature binds your organization for all events it may hold at the Centre for Social Innovation.

Name of Organization: _____

Name of Signing Authority: _____

Signature of Signing Authority: _____

Date: _____

**This signed form must be submitted by email to events@socialinnovation.ca
by fax to 416.644.0116
or by mail to:**

**Attention Events
Centre for Social Innovation
215 Spadina Avenue, Suite 120
Toronto, ON, M5T 2C7**