



Ongwanada

Ongwanada Facility Rental

191 Portsmouth Ave. Kingston, ON K7M 8A6 ATTN: Facility Rental
613.548.4417 • facilityrental@ongwanada.com

Facilities

Take advantage of a variety of facilities available at Ongwanada - our auditorium, boardroom, and meeting rooms could be the best choice for your next meeting or event. The facilities are offered at reasonable rates for community groups.



Auditorium



Phil Koven Boardroom



Double Room
(Room 410/411)

Facility Rental Process and Procedure

- To book a facility, fill in the Facility Rental Form and submit to Facility Rental at Ongwanada by mail, email, or phone (see contact information above).
- Booking rooms and making changes to arrangements must be made through Facility Rentals by mail, email, or phone. Provisional bookings will be held for two weeks only, before automatic cancellations.
- Approval for utilization of facilities shall be subject to room, parking availability, and the Renters ability to follow the Facility Terms and Conditions listed below. Requests will be processed within 10 business days.
- Ongwanada Facility Rental office hours are from 8:30 a.m. - 3:30 p.m., Monday through Friday. Emails can be sent at any time, but email replies and calls will only occur during these hours.
- Room availability is from 4:30 p.m. - 7:30 p.m., Monday through Friday. Renters must vacate the facility no later than 8:00 p.m., unless written permission has been granted to stay later. Access outside these hours, for instance, during Ongwanada business hours or on weekends, is by prior arrangement only.
- Room assignments are based upon the projected numbers of attendees. Fire regulations define maximum room capacities. As a consequence, ensure that you accurately estimate the number of attendees on the Facility Rental form. No extra chairs beyond room capacity will be allowed.
- All cancellations must be made via phone or email to Ongwanada at least two (2) business days before scheduled rental.
- Renters who fail to notify Ongwanada of a meeting cancellation within 24 hours of the meeting date may be charged a \$50 cancellation fee and a \$50 refundable deposit for future meeting space.
- Payment terms are net 30 days of the invoice issue date.
- The Renter may not use the premises for any purpose other than that described on the Facility Rental form and accepted by Ongwanada.

Facility Rental Terms and Conditions

USE OF ONGWANADA FACILITIES BY COMMUNITY GROUPS

- a) A cancellation fee of \$50 will be charged to Renters who book a room and do not show. External groups who fail to notify Ongwanada of a meeting cancellation within 24 hours of the meeting date will be asked to submit a \$50.00 refundable deposit upon any request for future meeting space.
- b) Ongwanada reserves the right to cancel, for any cause, any booking. Notice of cancellation will normally be given at least 10 working days prior to the date of booking, unless emergency conditions are present.

Facility Rental Terms and Conditions (continued)

- c) Renters using Ongwanada facilities may not use Ongwanada's name or logo where it may be implied or assumed that Ongwanada is sponsoring or organizing the event.
- d) Should Ongwanada for any reason, beyond its own control, be unable to fulfil its commitments, it will not be liable for any damages or compensation. Ongwanada reserves the right to cancel any facility rental.
- e) Ongwanada is committed to the Ontario Health and Safety Act and Regulations and conducts its activities in such a manner as to prevent adverse effects on the environment and the health, safety, and welfare of employees, clients, and members of the public, as far as is reasonably practical. Organizers of meetings and other events held on Ongwanada premises must ensure that their activities and those of the participants conform to health and safety practices. Renters are responsible for identifying fire exit routes to event attendees. The Renter will read the Ongwanada Safety section below, prior to each meeting.
- f) Renters are required to keep a register of attendees at Ongwanada's premises for use in the event of an emergency.
- g) Ongwanada will seek to accommodate special requests whenever possible, however, we cannot guarantee changes to room set-ups can be completed when less than seven (7) days' notice is given.
- h) Smoking is only permitted in designated outside areas defined by Ongwanada's Security Guard.
- i) No electric appliances, such as kettles or coffee-makers are allowed.
- j) Ongwanada Resource Centre is a scent-reduced facility. Please avoid wearing or bringing scents while on the premises.

Loss of Property

- k) Ongwanada will not, under any circumstances, accept responsibility or liability in respect of any damage to or loss of property, vehicles, articles, or other items whatsoever placed or left upon the premises by the Renter.

Damage

- l) Ongwanada facility and equipment should be treated with the same care and concern you would your own home and/or workplace. Misuse of equipment or furnishing will result in immediate cancellation of any current or future facility rentals.
- m) The Renter shall not carry out any alterations to the building nor fix or make fixtures for any apparatus, equipment, or decoration without prior permission of Ongwanada. The Renter agrees to pay Ongwanada, on demand, the cost of repairing or making good on any loss or damage arising out of or incidental to the rental.
- n) The Renter is not permitted to affix items to the walls of the rooms being used using pins, cello tape, masking tape, or other means likely to cause damage. Blu-tac is permitted.

Equipment & Storage Policy

- The right to use Ongwanada facilities or equipment is not transferable and equipment must not be moved without the permission of Ongwanada.
- Ongwanada cannot provide any storage facilities for goods or equipment belonging to the Renter.

Payment & Facility Rental Form

- Payment term is net 30 days of invoice issued.
- Payment can be by cheque or cash.
- Outstanding balances will be monitored. The Renter will be notified of cancellation of any future bookings, once the outstanding balance is more than 180 days old. All facility rentals are considered as provisional until the Facility Rental Form is signed and approved by Ongwanada

- The signed Facility Rental form will act as an Agreement between Ongwanada and the Renter.
- Final set up, times, numbers, and special requirements must be confirmed at least seven (7) days prior to the event.

Cancellations

- If Ongwanada for reasons beyond its control needs to make any amendments to your Facility Rental, Ongwanada reserves the right to offer you an alternative to the rental.
- Ongwanada may cancel the facility rental:
 - o If the Renter is in arrears of previous payments; and/or,
 - o If the Renter has failed to adhere to these Terms and Conditions.

Safety

The responsibility for the safety and security of the meeting attendees lies with the Lead/Organizer of the meeting. The Lead of the meeting must discuss the following points prior to the beginning of the meeting:

- A list of all people attending the meeting will be maintained; which provides a “head count” in the event the building is evacuated for emergency purposes. This list will be checked at the conclusion of the meeting to ensure all attendees have exited the premises.
- There are safety equipment and supplies on the premises:
 - o Telephone and First Aid Kit are located at the front Reception Desk. In an emergency dial “911”. For an outside line dial ‘9’ then the number.
 - o Automatic External Defibrillator is located outside the auditorium on the wall facing the cafeteria.
 - o Fire Extinguishers are located throughout the building
 - o There is a Fire Alarm System within the building. In the EVENT OF AN ALARM you are required to evacuate the building by the nearest, safest exit and assemble at the front door to wait for the Fire Department. Evacuation directions are posted close to the exits.
 - o Once the safety of all meeting attendees has been established the Ongwanada Facility Coordinator should be contacted at 613.328.5122

When any of the above emergency equipment is used, the Facility Coordinator must be notified at 613.328.5122.

Facilities & Room Rates

All fees below apply to profit and non-profit/charitable organizations.

Room	Room can accommodate # patrons	Duration	Charity or non-profit organization	For all other groups
Auditorium	25 patrons max	2 hour minimum	\$95.00	\$150.00
Boardroom	10 patrons max	2 hour minimum	\$60.00	\$125.00
Room 410 / 411	6-8 patrons max	2 hour minimum	\$60.00	\$125.00
Room 204	6-8 patrons max	2 hour minimum	\$60.00	\$100.00