



MEETING ROOM RENTAL GUIDELINES

In addition to the terms and conditions provided on your Facility Rental Contract, please read and adhere to the following Meeting Room Rental Guidelines, which have been developed to ensure a satisfying experience for all parties.

PRIOR TO YOUR BOOKING DATE

All booking contracts must be paid in full before your rental can be accessed. Please refer to the Payment Policy on your Rental Contract for further details.

Set up requirements are requested 7 days in advance. Please speak to our Administration Staff or Rentals Coordinator in person or via email.

Please note that Cardel Rec has a limited number of tables and chairs that are available on a first-come first-served basis. Last minute adjustments will only be accommodated based upon availability.

KEYS & ACCESS TO YOUR ROOM

Once you arrive at Cardel Rec South, please go to the Reception Office to sign out your room key, any requested and if applicable, any AV equipment.

Following the conclusion of your booking, you are responsible to return these items to the Reception Office or to our Facility Supervisor.

SET UP & TAKE DOWN TIME

Your rental time includes your set up and take down time. The rented space will be ready before the start of your booking.

Please respect the user groups after you and vacate the room by the end of your contracted time.

On occasion a pre and post-rental room inspection with our Facility Supervisor may be required.

If your booking is 6+ hours, we will extend an extra hour prior to and after your booking to accommodate your personal set up (decorations, etc.) and take down.

AV EQUIPMENT (Projector, portable sound system, etc.)

Cardel Rec South has a limited amount of A/V equipment, which is available for loan on a first-come first-served basis.

Please note you are required to bring your own HDMI and/or VGA cables. We also recommend you come in prior to your booking date to test the equipment on site. Please note that we do not provide IT support.

WIFI & INTERNET

Cardel Rec South offers a wireless connection. However since this is a public connection we cannot guarantee the strength of the signal. Should you require guaranteed internet we recommend that you bring your own internet stick.

DECORATIONS

Decorations may not compromise public safety or create risk of property damage. They must not interfere with access to entrances/exits. Decorations must be free-standing, including signs. Duct tape may not be used on any floor or wall surface. It is recommended you use masking or scotch tape. No signage or decorations including glitter or confetti are permitted. Please note that Cardel Rec South does not supply extension cords, HDMI cables, tape, power strips, or other supplies. The group is responsible for removing all decorations upon conclusion of the event.



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FOOD & BEVERAGE USE

You are welcome to bring your own food/drinks into the facility. We ask you to please recycle responsibly at our various recycling stations located throughout the building.

Alcoholic Beverages

If you are planning to serve alcohol, permission from Cardel Rec South must be received prior to the event. A liquor licence is also required and must be provided to our staff prior to the event. At the time of rental, please ensure you have an additional copy with you to display at the meeting room door.

FIRST AID & AED EQUIPMENT

Please see our Facility Supervisor or Reception Staff if your group is in need of first aid during your booking. SFCRA does have an AED on site, which are located in publicly accessible areas around the facility.

GENERAL REQUESTS

We request that activities remain confined to the space you have booked. If you experience any difficulties or issues, please let our staff know and we'll do our best to accommodate your concerns.

We are a multi-purpose facility, so please be respectful to other user groups and the general public that use our Facility.

If you have any concerns with your rental, please discuss your concerns with either our Facility Supervisor or our Reception Staff.

It is the responsibility of the rental contract holder to ensure that their coaches, participants and spectators abide by the user expectations at our facility. Failure to do so may result in the charge of additional fees and/or the immediate termination of the rental contract.

I, the Licencee, have read the above guidelines and acknowledge the information and guidelines provided.

Name: _____

Signature: _____

Date: _____ Contract #: _____

Please retain a copy of these Guidelines for your reference. A signed copy is to be returned to our Rentals Coordinator via email info@cardelrec.com, faxed to 403-201-8657 or dropped off in person.

Thank you for choosing Cardel Rec South!