

# Gabriola Commons Rental Agreement

*Please enjoy using the space at the Commons!*

*Please complete this form, enclose in an envelope with your rental fee, and insert in front door lock box.*

Date(s) of rental: \_\_\_\_\_

Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Rental fee enclosed: \_\_\_\_\_ I need a receipt: \_\_\_\_\_

**Please make cheques payable to “Gabriola Commons Foundation”. Cash in paper money only—no coins.**

**The Gabriola Commons is run by volunteers. Thanks for keeping the space clean & neat for all:**

- *Return tables and chairs from the large room to the office.*
- *Lock the upstairs doors and windows when you leave.*
- *Sweep the room – broom and dustpan are in the closet in the bathroom.*
- *Set the thermostats to 10 degrees in winter. Turn off all appliances used.*
- *Wash dishes and leave the kitchen neat and clean.*
- *Note any problems in the log book on the kitchen table.*

**If you leave the Commons space untidy, dirty and/or in disarray three times, we will ask you to find other accommodation for your activity.**

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
*For the Renter* *For the Gabriola Commons*

Rental fees are kept at a minimum to foster use by any not-for-profit group or individual; fees are used to help defray costs for utilities, maintenance, repairs, and upkeep:

**Upstairs:**

*Large Room: \$10/hr or \$60/day*

*Small Room: \$5/hr or \$30/day*

*Kitchen: \$5, flat fee with rental of another room*

*Office: \$5/hr or \$30/day*

**Downstairs:**

*PHC Dining Room: \$10/hr or \$60/day*

*PHC Kitchen: \$5/hr or \$30/day*

*Some PHC rooms are only available evenings & weekends.*

**Cancellations:** *If you need to cancel, notify Commons Bookings as soon as possible to free the space for others.*

**Rent is expected from all users. Upon request, exemptions on a case-by-case basis may be granted. Alternative means of paying rents may be acceptable upon application (in writing) to Commons Bookings.**

**Contact Information:** *bookings@gabriolacommons.ca or 250-247-9977*

Revised: August 2017