

**Purpose:** To establish a guideline for charging rent to those wishing to use space at The Training Centre, located at 5207 Baseline Road in Sutton on a short-term basis. Short-term is defined as a period of time no longer than one consecutive month. Requests for rental exceeding one month shall be negotiated by the Executive Director and one of the Chair, Vice-chair, Treasurer or Secretary. Rental agreements that are for longer than a one month period require the approval of the Board.

**Policy:** It is the Policy of the Georgina Trades Training Inc. to provide space for rent on a short-term basis to community user groups upon request in accordance with the approved guidelines and fee structure. In addition, Georgina Trades Training Inc. may provide user groups with the use of equipment, i.e. computers, internet access and printing and photocopying. These costs are in addition to the rental fees and will be negotiated by the Executive Director.

### **Guidelines:**

a) The General Fee Structure is based on use by not-for-profit organizations. In the event that a for-profit organization requests the rental of space, there shall be a surcharge of 25% to all

applicable fees.

b) All users groups must abide by the provisions of the approved Rental Agreement including proof of liability insurance.

**Exemptions:**

Use of the facility by the Town of Georgina, York Catholic District School Board and York Region District School Board are exempt from this policy and rental fee structure. Any agreement signed prior to April 2013 shall take precedence.

**Approved Rental Fee Structure:**

Refer to the next page for the current approved rental fee structure.

**Rental Fee Structure:**

**Use during regular business hours ( 8:30 am to 4:30 pm)**

<b>Space</b>
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<b>Fee</b>
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<b>Additional consideration</b>
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Gerry	Brouwer	Room A
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## Rental Policy

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Gerry	Brouwer	Room B
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\$ 100 per day

\$ 1,000 per month

If both adjoining classrooms are rented at the same time, there shall be a reduction of 50% of the fe

Computer lab

\$ 125 per day

\$ 1,250 per month

Conference Room

\$ 50 per day

\$ 500 per month

## Rental Policy

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Flexible training area

This space is available for limited use only. Consideration will be given for rental only if it does not interfere with other activities.

Open Area

\$ 50 per day

\$ 500 per month

Excludes use of microwave, refrigerator and coffee maker

**Use during the week but outside regular business hours (5:00 pm to 10:00 pm)**

**Space**

**Fee**

**Additional consideration**

Gerry	Brouwer	Room A
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Gerry	Brouwer	Room B
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Computer lab

Conference Room

Open area

\$20 per hour with a three hour minimum

If both adjoining classrooms are rented at the same time, there shall be a reduction of 50% of the fee

All functions must conclude by 10 pm

**Use during the weekend (9:00 am to 12:00 midnight)**

<b>Space</b>
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<b>Fee</b>
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<b>Additional consideration</b>
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Gerry	Brouwer	Room A
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Gerry	Brouwer	Room B
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Computer lab
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Conference Room
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Open area
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## Rental Policy

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Daily rental fee as outlined in the regular business hours schedule

An additional fee of \$15 per hour will be applied for security/supervision

If all spaces are required, the fee shall be negotiated by the Executive Director and one of the Chair

All functions must conclude no later than midnight