



Facilities Use Terms & Conditions

- 1.) All facility booking requests shall be made through the Manager of Operations. All bookings are booked on a first- come, first-served basis, subject to room availability.
- 2.) Facilities and equipment will be used only for the activities for which they have been designated.
- 3.) All booking times include the time required to set up the room for use and clean up after use.
- 4.) Users may use the audio-visual resources such as computers, projectors, TV, flip charts, easels, and dry erase boards at no extra charge.
- 5.) Tables and chairs with wheels may be configured by the users as required. At the completion of the booking tables and chairs should be placed back in their original position.
- 6.) Camosun Coastal Centre (CCC) will not accept responsibility for any equipment, furniture, supplies or private property left in the building. Such materials are left at the owner's risk and may only be left with approval of the Manager of Operations.
- 8.) Food & Beverage: No food or beverages are allowed in the Computer Lab. Catering may be delivered to the facility kitchen. CCC will order catering for the user if requested. All catering will be invoiced directly to the client from the catering company. The user may also order their own preferred catering. All catering deliveries must be confirmed with the Manager of Operations at the time of booking.
- 9.) Users may use the facility kitchen. Complimentary coffee, whitener, sugar, and sweeteners are available. Milk, cream, and other beverages must be provided by the group. CCC recommends groups to bring their own plates and utensils as there is a limited supply on site.
- 10.) The user is responsible for the conduct of its personnel. The group is financially responsible for any damage that occurs to the CCC building, property, or supplied equipment. The group shall pay all reasonable costs of repair or replacement.
- 11.) In the case of cancellation, please notify the Manager of Operations in writing as soon as possible. The rental fee will not be refunded once within 24 hours of the rental time.
- 12.) CCC shall not be liable for any loss, injury or damage to uses of the facilities, nor shall CCC be liable for any loss, injury or damage caused by acts or omissions of users of the facilities. The use shall at all times indemnify CCC against all actions, claims, demands, liabilities and damages whatsoever which may in any manner be imposed on or incurred by CCC as consequence of or arising out of the use of the facilities by the user, its officers, employees or agents.