



Policy #: A038	Department: Administration
Date Issued: October 2015	Date Reviewed:
Facility: The Mount Continuing Care Community	
Approved by: Lindsay Dickieson, Administrator	

Events, Functions, and Outside Groups using Space:

Outside groups, residents, families, visitors and guests may use The Mount for special events, functions, gatherings, and meetings. We welcome the community into our home, and seek only to cover the costs of basic upkeep, maintenance, and cleaning of the space. Any revenue goes into our Resident Activity Fund. All events must be arranged with Administration or Activities prior to the event. Hosts must follow policy D013 (if food is involved) and A038.

The following policies are intended for groups using space at The Mount:

The Mount has various public spaces to use: boardrooms, library, activity room, dining room, main chapel, lecture room.

The spaces may be used under one of two agreements: Rental Agreement of a Return-of-Service Agreement.

Rental Agreement:

- Spaces have rental costs ranging from \$50-300 per use or per day
- Rental agreements may include set up and clean up, provision of equipment
- The Mount residents must be allowed to attend at no cost (where appropriate)
- Rental agreements must be pre-arranged with Administration

Return of Service Agreement:

- Space is given to the group/individual at no cost
- The group/individual is responsible for set up and clean up
- The Mount residents must be allowed to attend at no cost (where appropriate)
- The individual or group must agree to return a service to The Mount in exchange for the use of the space at no cost. Some return service ideas include:
 - Volunteering
 - Donating goods
 - Donating services
 - Monetary donations
- Return of Service Agreements must be pre-arranged with Administration

Other important notes:

- Staff are not responsible for set up or clean up services for groups unless prior arrangements have been made with Administration.
- We ask that you are respectful and leave the space the way you found it.
- Set up and clean-up is the responsibility of the group using the space when a return of service agreement is in place. Garbage bins will be provided. Please bring anything else you require for clean-up.
- Use of items from The Mount are not allowed without prior approval. Groups should be prepared with the items they need for their group, function, or event.
- Items may not be stored at The Mount without prior approval. The Mount assumes no responsibility for items stored at The Mount.
- Fees may apply for rental of space, and/or cleaning services provided by The Mount, if the space is not left in satisfactory condition.