

Room and Bus Rental Agreement



In Space Childcare Inc.

3255 Stephenson Point Road Nanaimo, B.C. V9T1K3

(250) 797-2471 / starlight@inspacechildcare.com / www.inspacechildcare.com

This contract represents an agreement between In Space Childcare Inc and “Renter” as named below. If Renter fails to uphold any of the following terms of this agreement, Renter’s room or bus privileges may be revoked.

Renter: _____ Contact: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Purpose of Rental(s): _____

Dates/Times of Rental(s): _____

Start and End Date of Rental(s): _____

Damage Deposit: \$500.00 per rental

Room Rental Rate: \$25.00/hr for large rooms or \$12.50/hr for small rooms (6 hour minimum)

Large – 2,400 sq ft rooms available for 6 hours each:

#7 - \$150 per 6-hour rental

#5 - \$150 per 6-hour rental (Room #5 is only available on weekends and evenings for bookings.)

#3 - \$150 per 6-hour rental

#2 - \$150 per 6-hour rental

Small - 1,200 sq ft rooms available for 6 hours each:

#4 - \$75 per 6-hour rental

#1 - \$75 per 6-hour rental

Room Rentals: The In Space Childcare Inc. space can be rented for rehearsals, classes, workshops, and other events/activities as agreed upon. The rooms will be rented in blocks of time

as follows: six-hour minimum. Paid rental time periods include time for early arrival (if applicable) and setup/cleanup time. Space may be booked via email or phone. Space is not guaranteed until a deposit is made, and the Rental Agreement has been completed and signed by the renter. Your rental period includes set-up and take-down of all equipment, decorations (no tape on the walls please), table and chair set-up, etc., plus clean-up. Total hours used are calculated from scheduled access time until actual end of cleanup when the building is locked. A staff member will provide access to the building at your designated access time.

Bus Driver Hourly Rate - \$150 an hour per bus:

Includes cleaning, fuel, driver, and bus.

Bus Rentals: The In Space Childcare Inc. buses can be rented for events/activities as agreed upon. The buses will be rented in blocks of time as follows: six-hour minimum. Paid rental time periods include time for early arrival (if applicable) and setup/cleanup time. Space may be booked via email or phone. Space is not guaranteed until a deposit is made, and the Rental Agreement has been completed and signed by the renter. Your rental period includes set-up, take-down, and refueling of all equipment plus clean-up. Total hours used are calculated from scheduled access time until actual end of cleanup when the bus is locked. A staff member will provide access to the bus at your designated access time.

Payment: Renters will pay before the time of each rental period. Renters MUST pay for all room space or buses before the time it is used. For hourly rates, payment is due at the time of booking. For monthly rentals, ½ the monthly payment is due at the time of booking and then payment is due on the 1st of each month.

All payments should be e-transferred to: [**captain@inspacechildcare.com**](mailto:captain@inspacechildcare.com)

Renters will receive receipts if requested. Receipts will be e-mailed or mailed to the renter within one month of the payment. A late fee of \$15 per month will be charged for any accounts that are past due. A refundable Damage Deposit of \$500 per rental is due at the signing of this contract. The Damage Deposit will be returned if there is no damage to the studio, structures, and equipment, including busses if used, and all the conditions listed under the “Housekeeping” section of this contract are met.

For CLASS, WORKSHOP, ACTIVITY or EVENT Rentals:

Be sure to include rental time for setup/cleanup, early arrival. There is time in the 6-hour window for that additional time, i.e. event is 4 hours, set up/clean up is 1 hour each, total rental is 6 hours.

Booking: Regularly scheduled weekly classes must be confirmed for a full month in advance. Payment is due prior to the first session of the month, on the 1st of each month. All other classes, workshops, activities, and events must be confirmed at least one week in advance. Payment is due prior to the session, and a \$15.00 late fee will be assessed unless prior arrangements have been made for late payment.

Class or Event Cancellation: Space may be cancelled via email or phone with ONE WEEK’S notice. THERE ARE NO REFUNDS. Teachers are encouraged to find substitute teachers and keep

the class operating consistently. Event leaders are encouraged to find substitutes to host their events.

MARKETING and PARTICIPANT Recruitment: Renters are solely responsible for providing their own participants and for marketing their own events, classes, and activities.

Hours and Occupancy: The rooms and buses will be available for rentals, on a space-available basis, during the following days and times:

6 Hour Time Slots Available:

Monday to Friday

8 am – 2 pm *Room 5 is not available at this time.

5:30 pm – 11:30 pm

Saturday or Sunday

8 am – 2 pm

2 pm – 8 pm

Renter will not hold, and will not permit, classes or events involving persons in a given space within the premises, or in the premises as a whole, in excess of the number of persons that are permitted by applicable fire and/or building codes in such space or in the premises as a whole, as applicable. In addition, if the class or event will not end by 11:30 p.m., or if it potentially will disturb other commercial tenants or residential residents (e.g., loud music or over 100 people), Renter will obtain In Space Childcare Inc. preapproval. In Space Childcare Inc. will coordinate with the Management Agent _____. In any such case, advance notice of at least three (3) weeks will be given to In Space Childcare Inc. by the Renter with any additional points to be discussed at that time. If applicable: • Renter must provide security personnel. • Renter must provide a copy of their banquet license if food is to be served during a class or event.

No alcohol is to be served or consumed anywhere on the premises or on the busses.

Renter assumes all responsibility for the building & busses if used during the gathering hours.

Smoking/Incense/Flames: No smoking, cannabis, e-cigarettes, or drugs anywhere in the building, on the property or in the buses. No incense or open flames of any sort.

Props: Props need to be constructed in such a way that they cause no damage to the floor, ceiling, or walls of any room or hallway, and additionally not cause damage to any bus (inside or out) or outside space of the property.

Storage: Renters may NEVER leave any equipment, costumes, props, or personal belongings anywhere in the rooms, hallway, bathroom, outside on the property, or bus.

Keycards: A renter will be charged a \$150 replacement fee for any key lost or not returned.

Security: Each renter assumes responsibility for the security of the space during each rental period. Renters with keycards are required to return the space to a secure state upon leaving by handing in the keycard to the closing site manager and locking the door.

Emergencies: For any emergency situations including accidents, health crises, criminal activities, or fire, call 911. There is no phone available on the premises at the daycare. It is advised to have a cell phone nearby.

Damage: Each renter will assume full responsibility for any damage caused to any part of the entryway, classrooms, bathrooms, stereo equipment, security equipment, floors, windows, mirrors, walls, ceilings, busses if used, etc. sustained during the renter's classroom rental time and time in the building. Each renter agrees to pay in full for repair or replacement of any item or structure damaged by the renters or by performers, collaborators, students, or guests invited to In Space Childcare Inc. by the renter. Full payment for damage shall be made within ONE MONTH of the damage.

Liability: Each renter assumes liability for injury of any persons they invite to the space or/and bus, including but not limited to: injury to students in the renter's class, injury to performers or collaborators in a rehearsal, injury to guests or audience members at a showing.

Renter will be requested by In Space to provide a certificate of liability insurance naming In Space Childcare Inc. as an additional insured, with a minimum per-occurrence coverage of \$2,000,000 personal and property coverage. A copy of the required Certificate of Liability Insurance **must** be submitted to In Space Childcare Inc. prior to your class, activity, or event. No sub-leasing.

Housekeeping: Each renter assumes responsibility for returning the daycare classrooms, busses, or any other rented space to a good state before they leave. All lights and other electrical equipment must be turned off. Trash and litter must be removed to the garbage can by the door. Please sweep if necessary and leave the rooms in the best possible condition for the next user. While In Space Childcare provides major janitorial assistance, including toilet paper, hand towels and a clean facility for your rental, you play a significant role in keeping the building clean. You must leave the building in as good or better condition than when you found it. Your damage deposit may be affected if the condition of the room(s) at the end of your rental is unsatisfactory.

All renters who were assigned keycards must lock up the building and return the keys to the site manager.

Parking: Free parking in the daycare parking lot at the back and front of the property is available, as well as some parking out front on the street, and city buses serve the area.

Contracts: Renters will sign and submit this contract before using In Space Childcare space. Renters will be informed of changes to rental policies.

All the above is hereby agreed:

Renter: _____

Printed Name, Title

Signature: _____ Date: _____