

IAS BOARD ROOM - TERMS AND CONDITIONS

The IAS Board Room is available for use for IAS Members and to our Community based on approval from IAS board. There is no fee to use this space. IAS activities will take priority over all other bookings.

Use of IAS Board Room is subject to terms and conditions outlined below. Failure to abide by these terms and conditions may result in suspension or cancellation of Board Room use privileges. It is your responsibility to ensure group members are aware of and abide by these terms and conditions as outlined below.

A. Renter's Responsibility

1. Application forms need to be filled by the member and submit the completed and signed form in person to a Board member.
2. Member should be present during usage of this room.
3. Absolutely not allowed for political purpose, can only be used for educational purpose which is in line with the guidelines from IAS.
4. The rooms are available for use during/after open hours of operation.
5. The person renting the space is responsible for clean-up and ensuring the premises are properly secured.
6. The renter shall pay IAS, on demand, the total cost of any damage to the premises or extra charges resulting from the use of the premises by the renter or any person permitted by the renter to enter the meeting room.
7. Will not construct, erect or attach any fixture to the floor, ceiling or walls of the premises or alter the premises in any way whatsoever without first obtaining the written consent of IAS and, if such consent is obtained, then the work shall be done only in strict accordance with such consent.
8. Maintain the meeting room in a neat and tidy condition.
9. Remove all items that were brought in by the renter.
10. During the period of occupancy, ensure that all persons using the meeting room do so in an orderly manner and do not breach any law, regulation, bylaw, rule or IAS policy.
11. Release the IAS from any responsibility or liability whatsoever that might arise out of the Board Room failing to provide the premises or any services to the premises under the terms of this agreement.
12. Comply with all applicable regulations respecting fire safety and other matters, and shall be responsible for the conduct of all persons on the premises during the period covered by the facility contract.



- 13. Confine any sales activities to the meeting room and not solicit other IAS patrons
- 14. The renter agrees to notify IAS of any condition that may render the premises or equipment unsafe for use, and if IAS is unable to correct the condition, then IAS has the right to cancel the use of the premises until the condition is corrected.

B. Clean-Up

- 1. All tables and chairs must be cleaned and stored, and the carpeting must be vacuumed.
- 2. All items that the renter brought in must be removed from the meeting room.
- 3. The Board Room must be left in proper order with all paper, trash, etc. disposed of in trash receptacles. A clean up fee will be charged if warranted, as assessed by IAS.

C. Security

- 1. The person picking up the key will be held responsible for the care and control of the key as well as the security of the room.
- 2. IAS Board Room Keys will not be shared with others nor can anyone make copies of the key
- 3. IAS has the right to confiscate the Board Room Keys at any time if the above requirements are not being adhered to.

I have read and agree to the above requirements of IAS Board Room.

Name	Date	Signature
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Reoccurring Weekly: _____ Monthly: _____

Start Date: _____ End Date: _____

Maximum period allowed: 12 weeks (starting from start date)

Contact Information:

Address: _____

Phone Number: _____

IAS Official: _____ Date: _____