

## **Carleton Place Child Care Services Rental Agreement**

1. Maximum attendance for the meeting area is recommended at 60.
2. Liquor is not allowed unless authorized with the appropriate permit and licence having been obtained.
3. The Corporation of the Town of Carleton Place will not be responsible for personal injury or damage for the loss or theft of any article of clothing or equipment of the applicant or organization, or anyone attending.
4. No admission fee shall be charged by the applicant or organization or anyone attending unless agreed upon with the administrative staff prior to the event.
5. The applicant must pay for all damages to premises or furnishings arising out of the use of the premises by the applicant.
6. The exits must be kept clear at all times.
7. All property of the applicant must be removed immediately following the rental unless otherwise arranged with the administrative staff.
8. Our facility is NUT FREE AND EGG FREE for purposes of allergies and children so all persons attending a function in this building need to understand that they are not to bring any products into the facility that contain or may contain any nut or egg product.

If there are any questions regarding the use of our identified meeting space please call (613-253-0597) or e-mail ([tfreill@carletonplace.ca](mailto:tfreill@carletonplace.ca)) for assistance.

### **Yard Space and Splash Pad**

The yard space and equipment available on the yards must be used in a respectful manner at all times. Children must be SUPERVISED at all times by the adults attending the rental – it is not our staff persons' responsibility to supervise the children attending an event.

The staff person is here to answer your questions and to unlock the facility and provide assistance as needed. We expect that the setup of the space and any furniture or equipment will be the responsibility of the person renting the facility.

The daycare rooms are off limits to people attending the rental and the rooms available are as follows:

: main entrance or great room (1200 sq. ft. as you enter the facility)

: bathrooms in the main entrance hall to the east (left) of the great room

: kitchen facilities in the staff room – a staff person will assist with any requirements in this room. (We have available a fridge for storing food or drinks to be kept cool, dishwasher to assist with cleanup if required and a microwave).

All food and drink items should be consumed in the great room not outside on the yard due to allergy concerns and controlling the environment.

Any equipment out and available on the yard is okay to be used but storage sheds are off limits. If children are occupying more than one of the defined yard spaces at a time there needs to be a responsible adult supervising on that yard. Adults need to make sure that they are actively supervising especially around the climbing structures.

Some of the basic rules we use with the children using the yard are:

: children should never run while on any of the climbing structures

: when children are using structures they should use them appropriately (sitting and going down slides feet first, climbing up only parts of the climber that are designed for climbing, no overcrowding of the space in the structure, etc.).

Adults should try to ensure children are not riding trikes through the splash pad area when children are using the water feature as a splash pad.

Our yard spaces and equipment are inspected daily while the daycare is in operation and any broken equipment would be identified by the staff person as something that should be avoided until repaired. If there is a time where this situation occurs, supervising adults would be expected to make sure this is followed through on.

The person responsible for the rental must ensure that all aspects of the rental time are adhered to. If you rent the facility from 12:00 until 3:00 we will make sure that a staff person is available from 12:00 until 3:00. The rental does need to be finished and cleaned up for that time so the staff time is covered with the payment.

Garbage cans will be provided and the expectation is that any garbage produced the day of the rental will be placed in the cans. We do have recycling containers available as well for pop cans.

Renters should not use glass containers of any sort on the yard spaces as this could cause a safety concern if one was broken outside on the turf.

**Carleton Place Child Care Services Rental Agreement**

**Name of the group/person renting space:** \_\_\_\_\_

**Contact person(s) for the group:** \_\_\_\_\_

**Phone numbers for contact person(s):** \_\_\_\_\_

**E-mail address for contact person(s)** \_\_\_\_\_

**Is your organization not for profit?** \_\_\_\_\_

**Date of the space requirement?** \_\_\_\_\_

**How many people are expected?** \_\_\_\_\_

**Please indicate what will be needed for the event:**

**Chairs** \_\_\_\_\_ **Tables** \_\_\_\_\_

**What time will the first person need access to the space?** \_\_\_\_\_

**When will the event be finished?** \_\_\_\_\_

**Signature of agreement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** Assuming a group is non-profit we will not be imposing a charge for the use of space. If a group wishes to make a donation for use of space it will be appreciated but it is not necessary. Members of the organization are responsible for the setup and take down of the tables and chairs.

**Rental fees for birthday parties:**

**\$25.00 per hour for space rental.**

**\$20.00 per hour for staff person on site if there isn't a staff person regularly booked to work in the facility at the time of your event. This portion of the payment needs to be made in cash.**

**Confirmation of the event will take place when the event has been paid for and we have confirmation of the availability of a staff person to work during the event time.**

