



Policy Statement

The JCCC holds a number of events and supports a number of cultural and educational events by providing rental space within the centre. The room rentals at the JCCC meet two important objectives: support the vision of the JCCC and provide ongoing revenue to support the JCCC.

Rationale

Definition

Description

Rentals that support the vision of the JCCC can be initiated from:

1. Heritage Committee
2. Other JCCC Groups
3. Recognized groups outside the JCCC

Rentals that provide ongoing revenue to support the JCCC are in the form of:

1. Corporate Rentals
2. Member Rentals
3. Non-Member Rentals
4. Other group rentals

The JCCC must balance the objectives of their ongoing vision with ongoing revenue support and it is recognized that both are equally important.

The rental policy prioritizes the requirements to support the vision of the JCCC, the authorized staff annually will assess the rental needs of each committee or group. Allocations will be based on:

- Occupancy requirements of the group
- Frequency of space required
- Fairness in terms of requirements of other groups or committees

Once the annual requirements of the committee/ groups have been met the Calendar of Events is presented and the remaining dates for rentals for ongoing revenue is considered open.

Additional Rentals

Additional requirements by Committees, other JCCC groups or recognized groups outside the JCCC may be provided on a cost recovery basis. The rental will be provided at the base rate less the discount

determined by the Board of Directors. Rates will be administered as such and cannot be changed without the expressed written permission of the Board.

Rentals for Ongoing Revenue Support

The rentals will be provided at the base rate less the discount. The discount rate will be determined by the Board of Directors. Rates will be administered as such and cannot be changed without the expressed written permission of the Board.

Rentals for groups supporting either objective will be booked on a first come first served basis.

The allocations will make up the Calendar of events supporting the vision of the JCCC.

Approvals

The authorizing signatures for the rental agreements are:

- For Community Groups – Community Rental Coordinator
- Corporate Rentals - Director of Programming and Business Development

Rental Conditions will be administered by the rental coordinators and/or the Executive Director. Rental Conditions will be subject to change by the Administration from time to time.

Rental Conditions are attached for reference only.

Rental Conditions

The following conditions apply to any rental:

1. There will be a base fee set by and administered by the JCCC Administration. Rehearsal time, length of program, technical needs and personnel will be calculated into the fee. The discount schedule will be set by the Board of Directors.
2. Japanese Canadian community organizations using any room for events that benefit the JCCC (fund raisers, etc) may apply to the JCCC for use of the facility at a reduced rate. Organizations must present a budget, purpose statement and other pertinent information (i.e., if tickets are being sold) for the event. (See application attached)
3. Functions will be scheduled so as not to conflict with booked activities/rental events.
4. Events with 300 or more in attendance may require reserved seating with tickets sold from the JCCC box office. There will be a charge of \$1.50 per ticket printing fee.
5. The activities programmed should not in any way reflect negatively on the image or the reputation or the Japanese Canadian Cultural Centre.
6. The rental groups or organizations and its guests shall comply with all traffic, building and personal conduct restrictions. These include the prohibition of alcoholic beverages and liquor in non-licensed areas and the observance of the JCCC as a smoke free building.

7. Permission to decorate shall be obtained from the JCCC. Thumbtacks, nails, screws, or cellophane tape shall not be used for fastening decorations to the building or furniture. Any tape affixed to the floor will require pre-approval from the JCCC.
8. The rental group or organization shall be responsible for proper supervision of the crowd. If uniformed officers of other supervisory personnel are deemed necessary for traffic direction or crowd control, such must be arranged by the rental group.
9. The rental group or organization shall save and hold harmless the Japanese Canadian Cultural Centre from any and all liabilities and responsibilities arising incident to the occupancy of any room at the JCCC and related areas and employees, during the time of rental. Renters may be required to provide a liability insurance certificate naming the JCCC as "named insured."
10. Groups and individuals are asked to notify the JCCC immediately of any cancellation. A deposit may not be returned based on issue of timing. Cancellations two week prior to the event are non-refundable.
11. Sale of tangible property by any non- JCCC sponsored group using the Kobayashi Hall is strictly prohibited, as is any activity such as swapping, bartering, auctioning, etc.
12. Fire code and safety regulations will prevail in limiting attendance. Fire exits may not be blocked. The occupancy loads are listed in the rental agreement.
13. Individuals or groups using any room within the JCCC will not be allowed to participate in activities that will damage the facility. If damage occurs, the rental groups or organizations shall be responsible for all damage to or loss of JCCC property, including that belonging to members and employees, during the time of rental. (A damage deposit may be required when the rental contract is signed)
14. It is the responsibility of those using any rooms within the JCCC to reserve needed equipment and to make sure they are properly trained in the use of the equipment ahead of time. Technical staff such as lighting or sound technicians must be supplied by or approved in advance by the JCCC.
15. Refreshments are permitted in the rooms within the JCCC and light on-site food preparation is allowed in the kitchen or in designated and approved areas. All cookware, dishes and eating utensils, must be furnished by the user or caterer unless previously arranged with the JCCC.
16. Closing procedures are handled by the JCCC's facilities staff. All electrical equipment must be turned off and all furnishings and equipment must be returned to their original locations. All facilities must be left in a clean and orderly condition. Any spills or accidents must be reported the renter to the JCCC staff. In the event the rental room is left in a state of disarray that requires special cleaning, the user will be assessed cleaning charges.
17. The JCCC will not be responsible for personal materials or equipment left by users of the JCCC. The person in charge must inform the JCCC staff when the event is over.

18. Supply and use of equipment must be pre-approved by the JCCC.
19. Interior and exterior signage for events must be pre-approved by the JCCC.
20. Rental rates will be reviewed on an annual basis.

Rentals for Community Groups

The JCCC recognizes the importance of access for community groups to the various facilities within the JCCC. The staff will take appropriate measures to accommodate community groups with the following conditions:

- Adequate advance notice – although rooms may be available, facility staff may not always be available to maintain the event. Advance notice will depend on the size and room that is requested.
- Overall fairness to other groups – The JCCC receives numerous requests for their facilities from community groups. The JCCC reserves the right to ensure there is fairness in the allocation of resources to community groups ie. Groups receive a representative allocation to the facilities based on the number of JCCC members involved in the event.
- Groups apply for use of the facility resources using the appropriate request form.

A group can appeal the decision of staff to the Board of Directors. A written request and the appropriate request form must be addressed to the Secretary, Board of Directors for review at the next available Board meeting. The decision of the Board is deemed final.

Originator of Policy - Policy and Compliance Committee

Committees Affected - Heritage
- Board of Directors

Ownership

Policy History

Approved	January 1, 2006
Revised	January 1, 2007
Supersedes	

Reference

Procedure ##