

Section 2: Policies

2: Financial Management Policies

2.2.3. Room Rental

Adopted: Undated, Room Rental Agreement
Last review: September 18, 2025

Background:

The Perth Seniors Fellowship finds itself with free room space from time to time. In an effort to defray the costs of running our facility, individual rooms at McMartin House can be rented out to individuals or organizations that can make use of the space.

Policy:

At all times, all activities held at McMartin House under the umbrella of the Perth Seniors Fellowship will uphold our mission, vision and values.

Rooms are rented on a first come first served basis.

While making use of our facilities individuals must follow Perth Seniors Fellowship policies.

The Perth Seniors Fellowship reserves the right to refuse any rental request.

The details:

- Room setup: tables and chairs can be provided in each of the rooms. The renter is responsible for room setup and for putting all tables and chairs back at the end of the booking.

- Food: cold food and covered drinks are allowed in McMartin House. We do not provide any coffee/tea services for community bookings, but you are welcome to bring your own!
- Rentals must be during operating hours, or an additional fee may be charged to cover staff time.
- Rental fees are due prior to the booking. Fees may be paid by cash or by cheque.
- The person signing for the room on behalf of the organization accepts responsibility for the property and the deportment of the group renting the room.
- McMartin House and the Perth Seniors Fellowship are in no way responsible for any injuries sustained during the use of the room.
- McMartin House is a smoke-free and scent sensitive building.
- The consumption of alcoholic beverages is not permitted without the prior approval of the Executive Director and the acquisition of the appropriate liquor permit.
- Room setup must accommodate accessibility needs and access to fire exits.

A room rental can be cancelled by the Executive Director for a variety of reasons including:

- **Inclement weather:** The policy of Perth Seniors Fellowship is that if the school buses don't run neither do we.
- **Building disruption:** In the event that the furnace breaks down or one of our utilities is not working, for example, we shut down.
- **Staff unavailability:** If, for some reason, our staff are unable to open the building for you.
- **Direction by authorities.**

Failure to comply with the Room Rental policy may result in the denial of future rental opportunities.