



Rental Application

Please scan the application and send to mamaweyatitanrentals@regina.ca or fax to 306-777- 6834

SPACE IS ONLY CONFIRMED ONCE THIS APPLICATION HAS BEEN PROCESSED AND YOU HAVE A SIGNED CONTRACT.

Organization: _____ *Non-profit Corporation #: _____
 Applicant's Name: _____ Position with Organization: _____
 Address: _____ Telephone (Res): _____
 Postal Code: _____ Telephone (Bus): _____
 Email Address: _____ Telephone (Mobile): _____
 Alternate Contact: _____ Email Address: _____
 Telephone (Res): _____ Telephone (Bus): _____

* Applications on behalf of non-profit corporations must be made by the corporation's president, vice president or secretary. Applicants must provide a current (within 30 days) Information Services Corporation Registration Number. By signing, the applicant represents that he or she has the authority to bind the corporation to the terms of this agreement.

Room Preference	Activity	Start & Finish Times	Day of Week	Date Commencing	Date Concluding	# of Sessions	Max # of People

Note: Set-up and take-down time should be allotted for in the Start & Finish Times. The organization is responsible for set-up/take-down/clean-up of facility/equipment used unless otherwise stated.

Equipment Required: Tables #: _____ Chairs #: _____ Technology: _____

Other Information: _____

Set-up Style (where applicable): _____

Will you be charging an admission or registration fee for this activity? Yes No
 Will you be serving food? Yes No (If Yes, read regulation #19 on reverse)
 Will there be smudging? Yes No (If Yes, read regulation #20 on reverse)
 Have you attached an **Integrated Program Proposal? Yes No

** The Integrated Program Proposal is available online at mamaweyatitan.ca and at mâwawêyatitân centre. Integrated programming will receive priority access and the ability to utilize the facility at no cost.

I hereby declare that I have read and understand the General Rules and Regulations on page two and agree to comply.

Date: _____ Applicant's Signature: _____

OFFICE USE ONLY	
Date Received: _____	Received by: _____
Time Received: _____	

GENERAL RULES AND REGULATIONS

The terms and conditions listed below apply to the use of the Facility for which this Permit is issued. In addition, the City of Regina, Regina Board of Education and Regina Public Library (hereinafter māmawēyatitān centre Owners) have established bylaws and policies, which govern the use of land, open spaces and facilities located within the Facility. All licensees are required to abide by these bylaws and any applicable policies. In consideration of the terms and conditions set out below, māmawēyatitān centre Owners and the Licensee agree as follows:

1. māmawēyatitān centre Owners may cancel this Permit at any time with or without cause. In addition, māmawēyatitān centre Owners may cancel this Permit without notice if cause is due to circumstances beyond its control. In such cases, an effort will be made to notify Licensees within a reasonable time. If the Permit is cancelled, the Licensee will have no claim or right to damages, or reimbursement on account of any loss, damage, or expense whatsoever. Further, māmawēyatitān centre Owners may change the date of the Permit if the facility, land or open space is required for other purposes. Advance payment fees will be refunded if this occurs.
2. The Licensee agrees to pay the applicable Permit fees in accordance with the terms under 'payment method' set out on the front of the Permit. When a booking is made less than seven (7) days in advance, the Licensee agrees to pay the applicable Permit fees at the time of booking. Failure to comply with this will result in cancellation of the Permit by māmawēyatitān centre Owners.
3. The Licensee may be required to pay a deposit to compensate māmawēyatitān centre Owners for any extra maintenance, damage, theft or additional costs. If the deposit is not used to compensate for any extra costs, the remaining balance of the deposit will be returned to the Licensee less any applicable administrative charges.
4. Promotional material must not imply māmawēyatitān centre, City of Regina, Regina Public Library or Regina Board of Education sponsorship and material for externally booked programs. Neither the name nor address of māmawēyatitān centre, City of Regina, Regina Public Library or Regina Board of Education may be used as the official address or headquarters of an organization.
5. If the Licensee wishes to cancel this Permit, the Licensee must provide māmawēyatitān centre Owners with written notice of the cancellation at least seven (7) days in advance of the reserved dates and times set out in the Permit. If the Licensee complies with this condition, his or her Permit fees will be returned less any applicable administrative charge. Failure to comply with this condition will result in the Licensee being charged for the full cost of the fees set out in the Permit.
6. This Permit is granted for the exclusive benefit of the Licensee and may not be transferred, assigned or sub-licensed to any other party.
7. The Licensee is responsible for the conduct and supervision of all persons using māmawēyatitān centre on the dates and times set out in the Permit.
8. The Licensee hereby agrees to save harmless and indemnify māmawēyatitān centre Owners against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use and occupancy of the permitted premises.
9. The Licensee must purchase insurance to protect against any risks that are associated with the Licensee's activity. The Licensee should see an insurance broker to discuss these insurance needs. In the event of damage being caused to any of māmawēyatitān centre Owner's property or assets, māmawēyatitān centre Owners may seek to recover those damages from the Licensee. māmawēyatitān centre Owners are not responsible for any losses that the Licensee causes. māmawēyatitān centre Owners do not accept any responsibility whatsoever for any losses, property damage or injury that may result from the Licensee's activity.
10. māmawēyatitān centre Owners are not responsible for the loss or theft of the Licensee's property, or the property of anyone attending on the invitation of the Licensee.
11. The Licensee is responsible for all damage to facilities, equipment or furnishings, however caused, arising out of or during the use of the facilities set out in the Permit. Future Permit requests will not be considered for any Licensee that has an outstanding account with māmawēyatitān centre Owners in this regard.
12. māmawēyatitān centre Owners reserve the right to evict any individuals who are seen as not acting in the best interests of the program or activity or who display inappropriate behaviour.
13. The Licensee is subject to any provisions set out in any additional licensing or lease agreements that the Licensee has entered into with māmawēyatitān centre Owners.

14. The Licensee understands the legislative requirements that relate to the activities and program being conducted and therefore is responsible for ensuring that these activities and the participants in them will comply with the requirements of any applicable federal or provincial legislation.

15. māmawēyatitān centre will be available for use only upon presentation of the Permit to the employee in charge (if applicable). māmawēyatitān centre is to be used only on the date(s) and hour(s) shown and for the purpose specified on the Permit.

16. The Licensee is prohibited from charging any admission fee for the use of māmawēyatitān centre unless authorized by māmawēyatitān centre Owners.

17. The Licensee is prohibited from selling any goods or services at māmawēyatitān centre except as covered by written agreement with māmawēyatitān centre Owners. Where the Licensee is authorized to sell goods or services, this shall be noted on the Permit.

18. The Licensee is prohibited from having any alcoholic beverages in the māmawēyatitān centre, māmawēyatitān centre grounds and māmawēyatitān centre site.

19. If food is served, Regina Qu'Appelle Health Region requirements must be met for all temporary food events: <http://www.rqhealth.ca/primary-health-care/temporary-food-and-drink-concessions>

20. Smudging is permitted in designated areas.

21. The Licensee is responsible for setting up, removing and cleaning facility equipment unless otherwise stated in the Permit.

22. The Licensee must ensure that access cards for māmawēyatitān centre are picked up, used and returned in accordance with māmawēyatitān centre Access Card Policy. Where the Licensee fails to return an access card, the Licensee will be responsible for all costs associated with replacing and reprogramming the access card(s).

23. If the Licensee requires security services, he or she shall pay all costs of such services as arranged by māmawēyatitān centre and included in the total Permit cost of māmawēyatitān centre.

24. The Licensee is solely responsible for payment of any applicable license fees to copyright societies (eg: SOCAN) with respect to the playing of live or recorded music in the facility.

25. No admission will be charged for screenings of Public Performance films/videotapes/DVDs unless the renter has made a revenue-sharing agreement with the producer of the films/videotapes/DVDs or whoever holds the distribution rights.

26. The Licensee may not place any advertisement, notice, picture or decoration in the facility without the prior written consent of māmawēyatitān centre Owners.

27. If the Licensee is provided with a WiFi password then the Licensee agrees to keep the password confidential and shall ensure that it is not shared with or utilized by individuals unassociated with the Licensee.

28. māmawēyatitān centre Owners do not necessarily endorse the views of any group renting any of māmawēyatitān centre's land, space or facilities.

29. Set-up and take-down time should be allotted for in the Start & Finish Times. The organization is responsible for set-up/take-down/clean-up of facility/equipment used unless otherwise stated.

mâdawêyatitân centre Emergency Procedures

All users of mâdawêyatitân centre are expected to participate in scheduled emergency drills as well as real-time emergency events. As a booking agent, you are responsible to be aware of emergency procedures, particularly as they apply to the space you have booked, your staff/clients/volunteers, and the nature of your event.

Applicants are responsible to thoroughly read and review these emergency plans. By placing your initials in the assigned space on this contract, you indicate you have taken responsibility to discuss these emergency procedures with your staff and volunteers and have a plan for what you would need to do in the event of a drill or a real emergency. These procedures form part of your rental contract at mâdawêyatitân centre.

Please ensure that you:

- are cognisant of any participants that may need assistance (e.g. mobility issues; young children; etc.)
- ensure compliance from everyone involved in your event
- always treat an event as if it is “real”
- are aware of issues within the building at all times and are prepared to initiate an appropriate response
- assign a few volunteers to provide leadership for you group (i.e. to know where exits and safe spaces are located; to know where “muster points” are located; to inform participants of the emergency evacuation signs and identify muster points)

NOTE: These procedures are based on the “school day” when administrative staff are on-site to initiate events (other than FIRE – which will sound once an alarm is pulled). For after-hour events, call “911” and Regina Fire & Protective Services and/or the Regina Police Service will respond.

FIRE/EVACUATION

- check for the evacuation plan posted in each room/space
- alarm will sound
- follow evacuation route that is posted, to the appropriate exit and to the applicable “muster point”
- ensure that all your participants have met at the “muster point” (With large-scale and drop-in events, it will be difficult to know everyone; BUT make sure everyone has left the space safely.)
- DO NOT enter the building for any reason until instructed to do so

SHELTER-IN-PLACE

- severe storm/tornado warnings; hazardous material leaks; etc.
- close all doors (inside and out); close blinds on windows
- move away from glass walls and windows (especially those facing the exterior)
- keep everyone facing AWAY from glass
- do not use radios, televisions, monitors, computers, cell phones or electronic devices
- in the event of a direct threat (e.g. approaching funnel cloud), get close to ground and cover head
- if available and appropriate, move to more safe areas (e.g. storerooms)
- DO NOT leave the building until the threat has passed

SECURE-THE-BUILDING

- there is a threat within the community; “Secure-the-Building” (STB) will be announced
- exterior doors will be locked; there is no entry into or out of the building
- close blinds within your room/space; close interior doors
- take attendance within the space; encourage everyone to remain in the space as much as possible (however, using washrooms is allowed with caution)
- avoid glass walls, windows, doors; remain facing AWAY from glass
- avoid use of cell phones, Wi-Fi, etc. in order to leave communication open for Emergency Personnel
- contact staff, participants, etc. that are not yet at the building and advise them to stay away until STB has been lifted
- remain calm and patient, as STB may last for several hours
- events that have not yet started will not be permitted to begin until STB has been lifted

LOCKDOWN

- there is a threat within the building; “LOCKDOWN” will be announced
- STOP what you are doing IMMEDIATELY and find secure space; ideally somewhere where you cannot be seen and is locked (e.g. storage rooms, janitor rooms, offices, etc.)
- IF you are in an “open space” (e.g. the gym or multipurpose room), DO NOT leave the area to seek shelter elsewhere
- create safety where you are – close blinds, find the best possible coverage within the area, move tables to glassed areas or use them as shields/coverage, move as far away as possible from glassed areas
- DO NOT OPEN THE DOOR FOR ANYONE! Remain in the space until you are released by authorized personnel
- there will NOT be an announcement that the lockdown is over; each room/space will be checked and released by authorized personnel once safe

Please contact māmawêyatitân centre prior to your event with any questions:

Phone: (306) 777-7033

Email: mamaweyatitanrentals@regina.ca

I have read and understand these emergency guidelines.

Name: _____

Initials: _____

Date: _____