



## **Booking & Usage Policy for Queer Intersections**

### **Purpose**

The purpose of this policy is to manage space booking and the scheduling of rooms/spaces within the Queer Intersections Community Centre to prevent conflicts and ensure fair access, and to establish the responsibilities of the booking party and of Queer Intersections.

### **Scope**

This policy applies to all staff, volunteers, board members, and any individuals or organizations booking or using space within the Queer Intersections Community Centre. It covers the procedures for booking space including fees and cancellation policies, occupancy limits, event prioritization, and restrictions on events/activities.

### **General Principles**

#### **1. Alignment with Queer Intersections' Code of Conduct**

- a. All individuals or groups renting or using the Queer Intersections Community Centre must adhere to the Code of Conduct to ensure safety of all participants or attendees.

#### **2. Space prioritization**

- a. Priority for space use goes to Queer Intersections' own programs and events first, then goes in order of booking request.
- b. Should a booking be cancelled, the next individual or group in line for a booking at that time will be contacted and offered the space. Should they decline, the space will be offered to the next in line. This process will be followed until either the space is booked or there are no more pending space requests for this time.

#### **3. Restrictions**

- a. The space is only available for use between 9am and 9pm.

- b. Queer Intersections has a strict no alcohol and/or drugs policy and as such events serving alcohol will not be permitted.
- c. Commercial events are permitted with restrictions: vendors are allowed to display their wares for viewing but transactions for purchase must take place off-site.
- d. The maximum capacity for the space is limited to 30 people per building fire code.
- e. Cooking food is not allowed within QX's space.
- f. Individuals who rent QX's space are subjected to follow any Sifton policies and procedures.
- g. Individuals or groups within the space must follow QX's Code of Conduct.

## Guidelines

### 1. Request for Booking

- a. All booking requests must go through the Space Booking form to be reviewed by the Facilities committee.
- b. Booking requests must be made at least 2 weeks before the event is scheduled. Urgent requests may be considered but acceptance is not guaranteed.
- c. Payment is due on receipt of confirmation of the booking request's approval. The booking is not considered complete until payment is received.

### 2. Insurance

- a. All events must have appropriate event insurance, specific to the type of event being held.
- b. Proof of insurance is required before the event/program is approved to move forward. The booking will not be considered complete until proof of insurance is provided. Please email proof of insurance to Queer Intersections

### 3. Fees

- a. Rental fees are \$30 per hour plus a fixed \$10 opening/closing fee.
- b. Sliding scale fees are available for organizations, groups, or individuals for whom the booking fee would cause financial hardship.
- c. With agreement from the Board of Directors, organizations, groups, or individuals for whom the booking fee would cause financial hardship may be permitted to exchange goods or services for space use.

#### 4. Cleanliness

- a. Renter is responsible for cleaning up the space and leaving the area as they found it. This includes disposal of trash.
- b. Any damage or mess that require additional cleaning will be at the renter's expense.

#### 5. Cancellation policy

- a. Cancellations made more than 48 hours in advance of the booking time will be reimbursed for the full amount paid.
- b. Cancellations made for less than 48 hours but more than 6 hours in advance of the booking time will be reimbursed 50% of the full amount paid.
- c. Cancellations made less than 6 hours in advance of the booking time will not receive reimbursement.

## Violations

Any violation of this space booking policy may result in disciplinary action, up to and including termination of bookings, ban from future bookings, and removal from volunteer positions. In addition, any illegal or unethical behavior may result in legal consequences. Organizations, groups or individuals who book space with Queer Intersections are also subject to this policy. Violation of this policy may result in cancellation of the booking and/or a ban on future bookings.

## Review and Amendments

This policy will be reviewed annually by the Board of Directors and updated as needed to ensure compliance with changing laws and best practices.

## Version History

| Version # | Description of Change | Author                          | Date of Approved Change |
|-----------|-----------------------|---------------------------------|-------------------------|
| 1         | Creation of document  | Bylaws and Governance Committee | February 16, 2025       |
|           |                       |                                 |                         |
|           |                       |                                 |                         |

