

SECTION:	Financial	POLICY:	Use of Agency Property
DATE ISSUED:	July 9, 2001	NUMBER:	F-190
APPROVED BY:	Board of Directors		

POLICY

Community Care Northumberland will share its facilities, equipment, and resource materials, where possible, with its volunteers or with other agencies whose activities relate to CCN mandate and who agree to abide by established procedures.

PROCEDURE

1. Directors and Program Managers will maintain procedures for the loan or rental of meeting space, equipment, or resource materials.
2. Conditions of a loan or rental will include:
 - a) non-interference with CCN activities
 - b) An agreement to accept responsibility and pay the replacement value of damage or lost equipment or resource materials.
 - c) Agreement to return facilities to their original condition.
 - d) Agreement to observe security measures (e.g., lock doors, not let unauthorized people into facilities)
 - e) Returning any equipment or resource material within the specified time period.

* See attached Template for Rental Agreement

NEXT REVIEW DATE: Nov/2026

*Reviewed (R)/Revised (RV)		REVISION HISTORY
R/RV	Date	Description
R	Nov/14, Jan/19, Nov/23	
RV	Nov/08	

Community Care Northumberland

Address of Location

Permit for the Rental of Community Care Office Facilities

Name of Organization: _____

Name of Applicant: _____

Address: _____ Telephone: _____

_____ Business: _____

Date(s) required: _____

Rental Hours – From: _____ To: _____

Nature of Gathering: _____

Areas to be used: _____

Additional Notes:

Fee: yes ____ no ____ amount \$ _____

Receipt of office key & alarm procedures: _____

Returned Key: _____ (please initial) Date: _____

Details of Liability Insurance: Company _____ Policy Number _____

Emergency Checklist

1. Telephone & list of emergency numbers: _____
2. Reviewed exits and emergency exits: _____
3. Fire Alarms and extinguishers: _____
4. First aid kit: _____
5. Location of cleaning supplies: _____

User Responsibilities:

1. Applicants shall be responsible for the conduct and supervision of all persons admitted to the facilities and shall see that regulations are observed.
2. The facilities must be left in the same condition as they were before occupancy (dishes used washed, sinks rinsed, etc.). Any additional cost for extra janitorial services will be charged to the organization.
3. Only the room and equipment specified in the permit shall be used. The room should be left in the set-up before rental (i.e. chairs stacked, tables returned to previous location)
4. A key for the front door and code for the alarm system will only be issued to one person per rental group. This key and code must be kept secure and confidential and is not to be shared with any other member of the rental group for security and confidentiality purposes. The group is responsible for any charges related to false alarms because of incorrect use of the alarm system. Replacement costs for the loss of keys will be the responsibility of the user.
5. Applicant accepts liability for all damages arising out of bodily injury sustained by persons under his/her charge and property damage done by persons under his/her charge or through the applicant's neglect. Community Care Northumberland is not responsible for any personal property on premises.
6. Applicant waives all rights of action against Community Care Northumberland **and** agrees to indemnify Community Care Northumberland from any actions or causes of actions against Community Care Northumberland taken by any person under his/her control.
7. Priority for rental permits will be given to activities sponsored by Community Care Northumberland. Community Care Northumberland reserves the right to cancel any permit.
8. Violations of any of these conditions may result in cancellation of the rental contract.

Note 1. The premises are designated as a No Smoking building.

These signatures verify that the applicant has reviewed the emergency check list and acknowledges their user responsibilities.

Applicant: _____ **Date:** _____

Director/Program Manager: _____

**** Additional items may be added depending on office location.***