

## OPC Meeting Room Rental Conditions

### 1. Room Access

The rooms are accessible only during OPC's normal business hours (**Monday to Friday, 8:30 a.m. to 5:00 p.m.**). Rooms are booked through OPC Reception ([admin@principals.ca](mailto:admin@principals.ca)). The room will be set up as per the renter's request at the time of the event by OPC staff.

### 2. Payment

A deposit equal to 50% of the room charge is required at least ten (10) business days prior to the event payable by cheque or wire transfer. Failure to remit the deposit will result in the termination of this Rental Agreement immediately and the OPC shall not be responsible for any expenses however incurred by the renter in connection with such termination.

The renter will receive an invoice from the OPC following the event for any outstanding rental charge pursuant to the terms of this Rental Agreement.

### 3. Custodial, Kitchen and Tech Support Costs

There will be a **\$75.00 per day + HST** charge for the cost of OPC custodial, kitchen and technical support staff. This will include assistance with minimal photocopying requests (less than 25 copies). Additional copies shall be invoiced at \$0.20+HST/page.

### 4. Food and Beverages

There will be a **\$7.50/person + HST** charge for beverages which will be replenished during breaks and meals (coffee, tea, water, soft drinks and juice). No alcohol is allowed on OPC premises. All food catering costs shall be invoiced as per the caterer invoice. OPC can assist with catering orders upon request for a fee of 5% of the total cost of the caterer invoice. This fee includes any communication required to place and accept the order as well as providing general clean up. The renting organization's representatives are responsible for serving the food if required. OPC should be advised of any food allergies/dietary restrictions. The OPC does not assume liability for adverse reaction to food or beverages consumed or any other items one may come into contact with while on OPC premises.

### 5. Damages to Facility, Furniture or Equipment

The renter is responsible for any theft, loss or damages to OPC office, furniture, fixtures or equipment arising from the renter or their guests' use of OPC's meeting room. Damages or spills must be reported immediately to OPC Reception. Furniture, if moved, must be returned to the original configuration at the end of the event. Removal of furniture from the room is not permitted. The OPC shall not be liable for and the renter shall make no claim for any loss, theft, damage or inconvenience to any property or person of the renter or their guests arising from their use of OPC's meeting room.

### 6. Booking Cancellations

Due to the high demand for our meeting rooms, the renter must notify OPC Reception immediately if the room is no longer needed and no later than two business days before the

event or the OPC shall keep the deposit as liquidated damages and will not return it to the renter.

The OPC has the right to cancel any Meeting Room Rental Agreement up to two business days before the event should the room be required for an OPC event or at any time if the OPC office is closed due to circumstances beyond OPC's control, including but not limited to severe weather, building emergencies or closures. The OPC will make its best efforts to give the renter timely notice of such cancellation and shall have no further obligations whatsoever except returning the deposit to the renter.

## 7. Audio/Visual Information

### **Training Room**

The room is equipped with projectors, sound system and a dedicated computer but if the renter prefers to use their own laptop, VGA and HDMI cables are provided. AV is controlled using a countertop touch screen panel. All OPC AV equipment must be returned at the end of the meeting or replacement charges will apply.

### **Board Room**

The room comes equipped with a 75" wall-mounted monitor and a dedicated computer but if the renter prefers to use their own laptop, VGA and HDMI cables are available. AV is controlled using a desktop touchscreen panel. All OPC AV equipment must be returned at the end of the meeting or replacement charges will apply.

## 8. Liability Insurance Certificate

The renter shall provide to the OPC their liability insurance certificate with the OPC added as an additional insured at least three business days prior to the event.

## 9. Indemnification

The renter shall indemnify and hold harmless the OPC, its affiliates, and their respective directors, officers, employees, agents, successors, and assigns (collectively, the "Indemnified Parties") from and against any and all losses, damages, liabilities, claims, actions, judgments, settlements, penalties, charges, fines, costs or expenses of whatever kind, including reasonable legal fees, fees and costs of enforcing any right to indemnification under this Rental Agreement, and the cost of pursuing any insurance providers, incurred by the Indemnified Parties in connection with any claim arising out of the renter's breach of this Rental Agreement and/or the renter and their guests' acts, omissions or negligence however connected to the Rental Agreement and/or their use of OPC's meeting room(s).

## 10. Renter Conduct and OPC Policies

The renter and their guests shall sign in at OPC Reception upon arrival and follow OPC staff's directions in accessing the meeting room. The renter and their guests have a responsibility to promote a safe and respectful work environment and shall treat others with civility, respect and dignity. They shall only use the space allocated to them under this Rental Agreement and shall not interfere with OPC's normal business operations. OPC office supplies and kitchen supplies are for OPC staff use only and shall not be used by the renter or their guests without prior explicit approval from the OPC. Any inappropriate behaviour, verbal or physical, will not be tolerated and the renter and their guests may be asked to leave the OPC office immediately as a result of such behaviour. All rental charges pursuant to the Rental Agreement shall become due immediately.

OPC's [Guidelines for External Visitors to the Office and External Meeting/Professional Learning \(PL\) Participants](#) apply to all external visitors to the office and external meeting/Professional Learning participants.

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Renter Organization  
Per (Print Name):

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ontario Principals' Council  
Per (Print Name):

\_\_\_\_\_  
Date