

Please complete the form and read the all the information below carefully. Please acknowledge with your signature after you review the requirements below. Before unit meeting bookings are confirmed each year, permission must be obtained from Edmonton Area as per their facility booking process.

Name of Unit:		Date:
Area and District Name:		
Responsible Guider:		
Email Address:		
Telephone: (Res)	(Cell)	
Alternate Contact Name:		
Alternate Contact Email:		
Telephone: (Res)	(Cell)	
Regular Unit Meeting Day:	Meeting Time:	
Guiding Year Meeting Start Date:	Guiding Year Meeting End Date:	
Number of Participants:	Adults:	Girls:
Maximum Capacity – 36 people. This is related to the fire code and is not negotiable.		
OFFICE USE ONLY	Date Received:	
Date of Orientation:	Approved:	

Acknowledgement:

I have read the Unit Meeting Booking Form and Facility Safety & Care Requirements (below) and, I understand and acknowledge that my Security Deposit covers:

- Any damage to the building incurred during my stay.
- Any clean up outlined on the checkout list that was not done, or, not done satisfactorily.
- Failure to activate the security alarm system prior to my departure from the building.

Date: _____ Signature: _____

Name: (Print) _____

An orientation is required for all Unit Guiders. Schedule an orientation by calling 780-424-5510. Orientations are done Monday – Friday, 8:30 a.m. to 4:30 p.m.

Cancellation

The RENTER is required to give the Alberta Council Office a minimum of 48-hours cancellation notice. Units may be charged their average rental fee if cancellation notice is not received.

Alberta Council representatives shall have the right to cancel any event and has the authority to remove, or have removed, any persons from the facility if it is felt that any part(s) of this agreement were broken, or the facility is not used for the purpose for which this agreement is intended.

Alberta Council has given “agent status” to the Edmonton Police Services (EPS), meaning if EPS dispatches to the Alberta Girl Guide House, they have authority to act on Alberta Council’s behalf to remove any persons from the facility or take actions they deem necessary.

Facility Safety and Care Requirements

- The RENTER will be responsible for the safety of the occupants and the security of the building while in use. RENTER is responsible to check all doors are closed/locked and that the alarm is set, and doors secure before departing. Doors are not to be propped open for any reason. Supervision will be required to let girls in and out of the facility.
- Kitchen usage is permitted with proper safety and supervision in place. Dishes/pots are to be cleaned and put away. Deep fryers are not to be used in this facility.
- The RENTER must use only Fun-Tak® or PAINTERS TAPE to attach decorations to wall surfaces, and not attach anything to any wall art or lettering. All posted resources must be removed at the end of the rental. Pushpins, tacks, staples, and nails are prohibited. The use of duct tape, masking tape, and/or scotch tape is strictly prohibited, and Alberta Council reserves the right to charge the unit for the cost of removing and/or repairing any damage incurred by the use of these items by the RENTER. Please discuss with office staff what your needs are, and a solution can be agreed upon.
- The use of candles and open flame are prohibited.
- The RENTER will be responsible for safely setting up and arranging tables and chairs, and for cleaning/wiping off all tables and chairs prior to returning them to their proper storage place.
- The RENTER must clean all spills and marks on the main hall walls.
- The RENTER will not allow participants to climb on the mattresses in the common room.
- It is the responsibility of the RENTER to clean the bathrooms and the kitchen, at the end of each evening. This includes sweeping and mopping any soils from the kitchen or bathroom floors and vacuuming the carpet area.
- The RENTER is not to leave materials behind.

Lost and Found

Any items left or found in the building are kept in our Lost and Found for a period of three months. Contact the Alberta Council office at 780-424-5510 if you feel you have left items behind.

For after-hours emergencies, please contact one of the following (in order):

- 1. Heather Monahan: 780 919 1519**
- 2. Marivic Asis: 780 729 7285**
- 3. Kathy Batty: 780 935 5510**