

# Family Centre Procedure – Room Bookings

Family Centre Procedure #01



## Purpose and Intent

- 1 The Family Centre (FC) is a community-focused facility whose priority is building the strengths, wellbeing, and health of children and families.
  - 1.1 The Family Centre is a private facility and must make decisions on community use of space in the FC based on its adherence to the FC's mission and vision and its impact on clients of Family and Children's Services (FACS). Decisions on use of space must also be balanced with the need to reach and maintain financial sustainability of the FC building and its grounds.
  - 1.2 As such:

The objective of this procedure is to **create consistent and transparent standards for the use of The Family Centre.**
  - 1.3 The following procedure has been adopted by the Family Centre Steering Committee<sup>1</sup>. This procedure will be reviewed bi-annually/as needed to ensure that it remains appropriate to the needs of the community involved with the Family Centre.

## Procedures

### 2 Strategic Partnerships

- 2.1 Strategic partnerships at the FC are defined as partnerships between community groups/organizations where the FC provides subsidized use of FC space and the community partner provides a program/service.
- 2.2 Each proposal for a strategic partnership will be assessed by the FC Steering Committee on an individual basis considering: a) the adherence to the FC mission and vision; b) the potential benefits for clients of FACS and other FC partners; and c) the capacity for the FC to absorb costs and potential lost revenue.
- 2.3 The FC Steering Committee may ask the following questions to assess proposals (as outlined in 2.1):
  - Is the partner a non-profit/charity?
  - What is the term (length) of the partnership?
  - Is there a fee to participants? How is the partner financing the service/program?
  - Is the program open to everybody? Will it benefit FACS clients / FC partner clients? Does this program/service increase the overall sense of belonging for marginalized families, including newcomers, to our community?
  - What is the community reputation of this partner and its program/service?
- 2.4 Groups/organizations who are accepted for a Strategic Partnership may be asked to sign a Memorandum of Understanding outlining the expectations of both partners.

<sup>1</sup> The Family Centre Steering Committee is made up of Family and Children's Services staff, in-house FC partners, and community representatives. The purpose of the Family Centre Steering Committee is to make recommendations on the vision and functioning of The Family Centre to create a space for positive growth for children and families within Waterloo Region.

#### 4 **Alternative Rentals** (not directly related to children, youth, and families)

- 4.1 The FC is committed to its endorsed mission and vision. To achieve this mission and vision, the FC needs to reach and maintain financial sustainability to continue strengthening families in the long term. As such, the FC may accept “Alternative Rentals,” which are rentals not directly related to children, youth, and families. The FC reserves the right to limit such bookings to ensure sufficient space is available for programming focused on children, youth, and families. The FC also reserves the right to deny rentals from groups/organizations/businesses deemed to be inconsistent with the FC mission and vision.
- 4.2 It will be an expectation of organizations/businesses making Alternative Rentals to make clear in their communications and advertising materials that their use of the FC is based on a financial transaction and is not an endorsement from FACS or the FC.

#### 5 **Bookings with Religious/Spiritual/Cultural and Political Focus**

- 5.1 The FC recognizes that religious, spiritual, and cultural beliefs and traditions may be an integral part of an individual’s health and wellbeing. As such, we do accept rentals with a religious/spiritual/cultural focus. These rentals will:

- be deemed to align with the FC mission and vision statements;
- be deemed to align with the Canadian Charter of Rights and Freedoms.

The FC reserves the right to deny rentals if they are deemed to not align, as indicated above, or to reserve FC space for programming focused on children, youth, and families.

- 5.2 The FC respects democratic rights and promotes engagement with organizational (e.g. trade union), local, provincial, and federal democratic traditions. As such, we do accept rentals with a political focus. These rentals will:

- be deemed to align with the FC mission and vision statements;
- be deemed to align with the Canadian Charter of Rights and Freedoms.

The FC reserves the right to deny rentals if they are deemed to not align, as indicated above, or to reserve FC space for programming focused on children, youth, and families.

- 5.3 It will be an expectation of renters with religious/spiritual/cultural or a political focus to make clear in their communications and advertising materials that their use of the FC is based on a financial transaction and is not an endorsement from FACS or the FC.

#### 6 **Rental Rates**

- 6.1 Rentals of space in the FC make up a key source of revenue. Maintaining competitive rental fees is important to reach and maintain financial sustainability for the FC.

The FC also recognizes the financial challenges faced by community groups and organizations seeking to enrich and strengthen the lives of children, youth, and families in the Waterloo Region. As such, the FC maintains two sets of rental fee rates: a Standard rate, and a Subsidized rate. The rate schedule is available on the FC website, or by inquiring with the FC. The type of renters who may receive the subsidized rate is defined in 6.2.

- 6.2 Subsidized rentals:

The FC Coordinator/FC Steering Committee/FACS Management may make the decision

to refer a renter to the Standard rental rate schedule.

The following is a list of renters who may fall within the Subsidized rental rate schedule. This list is not exhaustive and is meant only as an example.

- Non-profit and charitable organizations whose rental focuses on children, youth, and families
- Government departments (e.g. Region of Waterloo Public Health) and government-funded organizations (e.g. Waterloo Catholic District School Board) whose rental focuses on children, youth, and families

6.3 Non-profit, charitable, government, and government-funded organizations who are holding a fundraiser, or any other booking without a focus on children, youth, and families, will be charged at the Standard rate schedule.

6.4 All other rentals will be charged at the Standard rate schedule.

6.5 Prior to using the Family Centre, the renter must provide a valid certificate of liability insurance naming "Family and Children's Services", 65 Hanson Avenue, Kitchener, ON, N2C 2H6 as an additional insured. Groups that do not have insurance must purchase insurance at their own expense. All renters must be insured for a minimum of \$2,000,000 per occurrence.