



USAGE OF SPACE LETTER OF UNDERSTANDING

ALIGN Association of Community Services (ALIGN) in conjunction with the Edmonton Chamber of Voluntary Organizations (ECVO) are pleased to provide our training space(s) to your organization in accordance with this Letter of Understanding and the attached Usage of Space Rental Agreement. Space Usage is available to both members and non-members of either organization. Rental rates will apply according to the fee schedule on the rental agreement.

The training space or “training room” is equipped with a large flat panel screen with HDMI connection and remote control, a projection screen and a white board. Additional audiovisual equipment such as a projector and stereo speakers may be available for rental at additional charges. These requests are required in advance at the signing of the Rental Agreement and not at the time of the event.

Arrangement of tables, chairs, etc. here after know as the “furniture” of the rental space may be rearranged by the renters as to what best suits their needs and the facilitation of the event. The employees and associates of ALIGN and ECVO are not responsible or liable for the set up of the space. All furniture must be returned to its original placement at the end of the rental term. Any and all furniture or equipment brought into the space by the renter are to be removed at the end of the contracted time unless other arrangements have been made in advance with the ALIGN/ECVO Bookkeeper and Administration Specialist.

The training room has a food and beverage area that includes counter space, water cooler and a small refrigerator. There is also an electric tea kettle and a commercial coffee maker available. Coffee and tea products are not supplied. Any and all food and beverages, including catering items, are to be removed from the rental space at the end of the contract period unless other arrangements have been made in advance with the ALIGN/ECVO Bookkeeper and Administration Specialist.

If you are not familiar with our space, or have not previously used our rental space it is recommended that you make arrangements with the ALIGN/ECVO Bookkeeper and Administration Specialist for a tour of our facilities prior to signing your Space Usage Agreement. Please check the bulletin board in the room for emergency numbers, location of the stairs wells, exits and the muster point. The renter is responsible for the safety of all guests and in the event of an emergency will act accordingly to ensure all guests are safely evacuated.

The ALIGN/ECVO Bookkeeper and Administration Specialist will meet with you at the rental time period agreed upon in the Space Usage Agreement to provide you with the key and the code for the training room. A separate key is required for the washrooms and will be provided at that time as well. The ALIGN/ECVO Bookkeeper and Administration Specialist will be available during regular business hours (Monday – Friday 8:30 am – 4:30 pm) should you require any assistance during that time. For assistance outside of regular business hours additional fees may apply.

Thank you for your interest in our rental space. Feel free to contact our office should you require additional information. Please complete the Usage of Space Rental Agreement and submit to book your time in our calendar.