



# ROOM RENTAL POLICY

## 1. Preamble

The purpose of this internal rental policy is to clarify the rules and procedures for renting rooms at the Forêt-la-Blanche Ecological Reserve Interpretation Center, and to ensure that individuals or organizations renting a room have objectives that are aligned with the mission of the Friends of Forêt-la-Blanche, which is to safeguard the ecological integrity of the Forêt-la-Blanche territory through forest awareness, conservation, and public engagement.

## 2. Policy Objectives

- Define the operating procedures for rentals;
- Preserve the integrity of the rooms and equipment at La Forêt-la-Blanche;
- Establish the rights and obligations of tenants;
- Ensure fairness among organizations, groups, or individuals who wish to rent premises.

## 3. Application of the Policy

List of rooms and equipment covered by this policy:

- Large room (between 15 and 40 people, depending on the layout of the room, rectangular tables and chairs, projector, and large whiteboard)
- Room adjacent to the large room (for small group work)
- Small office #1 (2 desks and chairs, high-speed internet access)
- Small office #2
- Access to the kitchen (coffee maker, refrigerator, stove, microwave)

## 4. Eligibility criteria for room rental

The criteria are as follows :

- Community or non-profit organizations
- Organizations or individuals who support the mission of Les Amis de la Forêt-la-Blanche, with a community commitment or environmental mission
- Local organizations or individuals who offer services to the community in line with our mission

The following criteria will also be taken into account:

- First come, first served
- Reliability of the applicant
- Value of the contract – duration and frequency of rental
- Tenant loyalty – individuals or organizations that rent rooms regularly will be given rental priority

In the event of multiple requests for the same room, the above criteria will be taken into account when selecting preferred tenants.

In the event of a potential conflict of interest in the allocation of rooms, the rental decision will be deferred for discussion to a subcommittee composed of two or three members of the board of directors, who will assess the risk of awarding or not awarding the rental contract.

## **5. Rental Procedure**

Organizations or individuals wishing to rent the premises must complete the rental application form available on the Amis de la Forêt-la-Blanche website, which includes costs and payment terms.

The Director of the Interpretation Center will follow up with potential tenants and send them a rental agreement, which must be signed and returned in due form.

## **6. Terms and conditions of the rental agreement**

The tenant's responsibilities shall be as follows:

- The tenant must clearly specify the activity that will take place during the rental period;
- The tenant must pay the total rental cost on the day of use of the room, or in the case of a long-term contract, in accordance with the terms of the contract (monthly or semi-annual payments);
- Leave the premises clean and in good condition. In the event of damage or unsanitary conditions, the tenant will be charged for repairs or cleaning;
- Tenants have access to the kitchen, which must be cleaned before the users leave;
- Les Amis de la Forêt-la-Blanche will set up (and dismantle the room), as requested by the tenants.

## **7. Costs**

The library and kitchen are public spaces and are not available for rent. The kitchen may be used by tenants. There will be no charge for community groups wishing to use the library for short-term activities, but users are encouraged to make a donation to the Friends of Forêt-la-Blanche.

<b>Rental :</b>	<b>Small offices</b>	<b>Large meeting room</b>	<b>Community Library</b>
Monthly	250 \$	No monthly rental	Free for small community groups wishing to hold a short meeting/activity there. A donation to les Amis de la Forêt-la-Blanche is suggested.
Weekly	150 \$	No weekly rental	
Daily (9 a.m. to 5 p.m.) – \$15 fee to open or close the building outside of business hours.	35 \$	25\$/hour (\$30/hour if the group also wishes to use the adjoining room)	
NOTE :		+25\$ per day for the use of the projector	
	These rates include access to the trails on the day of rental. (Note : does not apply for participants of ongoing classes)		

For tenants with a rental agreement dating from 2024 or earlier, the initial terms of their agreement will be renewed until June 2026. For tenants who rent the large hall on a recurring basis on specific days of the week, it is understood that the educational program of Les Amis de la Forêt-la-Blanche takes priority and that tenants may have to change the day of their activities to allow for educational days with school groups.

## 8. Contract management and authority to act

<b>Rental Activity</b>	<b>Authority to act</b>
Daily and/or monthly rental requests	At the discretion of the director of Interpretation Centre, in accordance with the requirements and terms of the policy
Requests that are not aligned with the mission of Les Amis de la Forêt-la-Blanche	Board of Directors
Conflicts of interest with a member of the board of directors or an employee of the Centre	Case-by-case review with three members of the board, with or without the Director (as appropriate)
Competing requests	Selection by the director and submitted to the board members (quorum) for approval

## **9. Termination**

### Conditions for canceling the rental

Both parties may terminate a rental agreement at any time, subject to the notice period specified in the agreement. In the event of force majeure preventing the use of the premises (snowfall, unforeseen construction), the agreement may be revised or canceled depending on the risks of obstruction and the terms and conditions related to insurance requirements.

## **10. Special Provisions**

Les Amis de la Forêt-la-Blanche reserves the right to refuse to rent the room to any person or organization that has not complied with the rental terms and conditions, has caused damage, or has left the premises in poor condition.

## **11. Person in charge**

The contact person for room reservations and contract signing is:

Robin Stolba  
Director, Interpretation Centre  
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819-281-6700