

# Usage of Space Letter of Understanding



Edmonton Chamber of Voluntary Organizations (ECVO) and Edmonton Seniors Coordinating Council (ESCC) are pleased to provide our Training Room to your organization in accordance with this Usage of Space Letter of Understanding and the [Usage of Space Rental Agreement](#).

The Training Room is available to members and non-members of the organizations. Rental rates will apply according to this fee schedule:

Rental Item	Member Fee	Non-Member Fee
Half day (3 hours or less)	\$50.00	\$100.0
Full day (Greater than 3 hours)	\$100.00	\$200.0
IT equipment (per item)	\$25.00 each	
After-hours staffing (per hour)	\$50.00/hour	
Loss of keys or recoding of door	\$50.00 each	
Damage to property or equipment	To be assessed at end of rental period	

The Training Room is equipped with a large, flat panel monitor (with HDMI connection and a remote control), reliable wi-fi, a projection screen, and a whiteboard. Additional audio/visual equipment, such as a projector and speakers, may be available for rent at additional charges. These requests are required in advance of completing the [Rental Agreement](#).

The furniture (chairs, tables, etc.) in the rental space may be rearranged by the renter for what best suits their needs and the event. The employees and/or associates of Align, ECVO, and ESCC are not responsible or liable for the setup of the space. All furniture must be returned to its original placement at the end of the rental term. Any 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 Rental Coordinator.

The Training Room has a food and beverage area that includes a counter, water cooler, and small fridge.

There is also an electric tea kettle and a commercial coffee maker available. Coffee and tea products are not supplied. All food and beverages, including catering, 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 Rental Coordinator.

If you are not familiar with the Training Room, it is recommended that you make arrangements with the Rental Coordinator for a tour. When touring the space, take note of the bulletin board in the Training Room with emergency numbers, stairwell location, 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.

If the event is during business hours, the Rental Coordinator or a designate will meet with the renter at the start of the rental period specified in the Rental Agreement to provide the key and the door code for the Training Room.

If the event is after hours, the renter must either make arrangements with the Rental Coordinator to pick up key and door code before the event and during business hours, and to drop the key off after the event, or indicate in the Rental Agreement that after-hours staffing will be required.

A key is required for washroom access, and there are two keys available in the Training Room.

The Rental Coordinator or a designate will be available during business hours (Monday to Friday, 8:30 a.m. to 4:30 p.m.) should you require any assistance. Additional fees will apply for after-hours assistance.

Thank you for your interest in our Training Room. Please complete and submit the [Rental Agreement](#). Should you require additional information, please contact the Rental Coordinator at [info@ecvo.ca](mailto:info@ecvo.ca).