

PATHWAYS ABILITIES SOCIETY

PROCEDURE: ROOM RENTAL AND BUILDING USAGE

Applies to: All Personnel, Volunteers, Persons Served and External Organizations

Original Effective Date: March 24, 2003

Effective Date: July 21, 2014

Replaces Procedure Dated: September 12, 2011

Service Facilities

1. Contact the executive director to book the space and arrange a time to complete a Room/Building Usage Agreement and if required make a key deposit.
2. The group utilizing the space is responsible for recording the event on the Building Room Usage Schedule calendar.
3. Groups that have completed long-term usage agreements and require additional time are to write the information directly on the Building Room Usage Schedule calendar.
4. Upon completion of the activity, clean the utilized area(s) and return the key for a key deposit refund. For groups that have completed a long-term usage agreement, the key is to be returned once the space is no longer required and the agreement is terminated.

Rental Agreements and the Homes

1. The executive director or designate advertises vacancies and thoroughly screens potential tenants.
2. They complete:
 - Minimally, 2 reference checks from employers and/ or prior landlords.
 - The tenancy agreement and obtains the damage and or pet deposit,
 - The move in or move out inspection
 - Copies of the tenant's insurance
3. The executive director or designate periodically does site inspections, adhering to the BC Residential Tenancy Act.