

# ROOM RENTAL FORM

Members can take advantage of using our ECA classrooms, boardroom, and event spaces at no charge!

We have a space for you to meet with a client or two. We also have space for a 24-person workshop and even space for a 60-person meeting!

**\*As per Government of Alberta and Alberta Health Services regulations, we are currently in Stage 1 of the Alberta reopening plan.**

## CONDITIONS and AVAILABILITY

- Rooms are currently available Monday – Friday, 9:00am – 2:00pm (subject to availability).
- Bookings are free to ECA members (contact Hailey Thiessen for non-member rates).
- Rooms can be used for meetings (planning, safety, training, etc.). To book space for an education course or an event that will carry a **registration fee**, contact Hailey Thiessen.
- Set-up, hospitality, and clean-up services are not provided. Room rentals do not include access to the kitchen & kitchen supplies, computer lab, copiers, or office supplies.

For Rental inquiries, please contact Hailey Thiessen at [contact@edmca.com](mailto:contact@edmca.com)

ORGANIZATION: \_\_\_\_\_

CONTACT NAME AND PHONE NUMBER: \_\_\_\_\_

FUNCTION DATE: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

TIME REQUIRED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

ROOM (check one):    BOARDROOM            CLASSROOM            GLASS CLASSROOM

SIGNATURE: \_\_\_\_\_

Amount of People in Attendance: \_\_\_\_\_

**\*Distancing and mask requirements are mandatory and in effect.**

**Room Rental Terms**

- 1) The room rental agreement will be honored and followed by the Edmonton Construction Association (ECA) member firms.
- 2) ECA Member firms are responsible to follow policies and procedures related to the Edmonton Construction Association.
- 3) Member firms understand the COVID-19 regulations set fourth by the Government of Alberta (GoA) and Alberta Health Services (AHS).
- 4) Any violations of ECA policies or COVID-19 regulations may result in severe penalties. Physical distancing measures and mask protocols need to be followed. ECA is permitted to end the room rental should these measures not be followed.
- 5) The member firm using the room agrees that the ECA is not responsible for any violations and agrees to take on all risk pertaining to the room rental.

**I ACCEPT THE ROOM RENTAL TERMS AS STATED ABOVE.**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_