

Prospect Road Community Centre (PRCC) Rental & Booking Policy

This policy outlines the terms and conditions for renting space at the PRCC to ensure clarity, accountability, and a successful experience for all parties.

1. Booking & Cancellation Policy

Booking Confirmation

- Rentals are confirmed upon receipt of **general liability insurance** (see Section 6) and completed booking details.
- Payment is due **upon arrival prior to entering the space**, unless other arrangements are made in advance.

Cancellation Policy

- A **minimum of 7 days' notice** is required for cancellations.
 - **Cancellations made less than 7 days in advance** may be subject to a **50% cancellation fee**, payable before any future bookings.
 - **No-shows without prior communication** (e.g. emergency or unforeseen circumstance) may be charged **100% of the rental fee**, which must be paid in full before future bookings are accepted.
 - Repeated late cancellations or no-shows may result in **denial of future rental requests**.
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2. Rental Time & Setup/Cleanup

- Your rental time **includes all setup and cleanup** time.
- If you require additional time before or after your event, it must be requested at the time of booking.
- Additional setup/cleanup time is billed at the **regular hourly rental rate**.
- We recommend booking an **additional 30 minutes** before and after your event if needed.
- PRCC reserves the right to add clean up time to your rental if we feel the rental will require it.

3. Kitchen Use Policy

The PRCC kitchen is a bookable space and may be included in your rental if available.

Cold Storage

- Cold food storage is **complementary** and may be requested if space allows.
- Storage must not interfere with PRCC community meal programs or scheduled use.
- **No food prep** is allowed under a cold storage-only request.

Food Preparation

- Any kitchen use involving **food preparation (cutting, cooking, or serving)** requires:
 - A **valid Food Safety Certificate** for the primary person handling food.
 - Certificate must be submitted **7 days prior** to the rental.
 - Failure to provide valid certification may result in **cancellation of kitchen use**.

Food Sales

- Rentals involving **food sales or public distribution** (where food is prepared in the PRCC kitchen) require:
 - A valid **Nova Scotia Food Permit** submitted **7 days prior** the rental.
 - Failure to provide the permit may result in **cancellation of kitchen use**.

Kitchen Equipment

- Kitchen rentals **ONLY** include use of
 - Major appliances: fridge, stove/oven, dishwasher, microwave, toaster ovens, industrial toaster, coffee maker, and counter space.
- Kitchen rentals **do not include:**
 - Cooking utensils, cookware, dishes, linens, or ingredients from the PRCC pantry.

Eligible Spaces for Additional Rental

- When the Commercial Kitchen is rented, the only additional room available for booking for the purpose of serving food is the Multipurpose Room – Half or Multipurpose Room – Full.
 - Requests to rent the Commercial Kitchen **must specify** whether the Multipurpose Room (Half or Full) is also required.
 - Approval is based on availability and alignment with facility use priorities.
 - If the Multipurpose Room is not reserved along with the kitchen, it may be booked by other renters. Shared hallway access must be respected in such cases.
 - This ensures there is no transportation of cooked food through the Centre and public spaces which may result in injury.
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4. Liability Insurance Requirement

- All rentals must provide proof of a **\$2 million general liability insurance policy**, covering:
 - Injury or harm during the rental.
 - Damage to the facility or equipment.
 - **Proof of insurance must be sent to the PRCC Booking account no later than 7 days prior to the rental.**
 - While PRCC operations are **not covered by HRM insurance for external users**, this coverage is **mandatory for HRM-owned facilities**.
 - Renters may choose any provider. An HRM-recommended insurer is listed in your rental confirmation package: <https://halifax.instantriskcoverage.com>
 - Insurance rates vary depending on the level of risk associated with the rental. Bar and alcohol service will increase the insurance fee.
 - **It is important to remember that your insurance is tied to your rental length/time and that there will be no early entry into the rented space until the insurance becomes active.**
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5. Rental Restrictions & Guidelines

- **Management reserves the right** to cancel or deny any rental deemed inappropriate or outside typical rental use.
 - **Use of glitter** is strictly prohibited.
 - All garbage and recycling must be properly disposed of by the renter.
 - **PRCC staff or volunteers are not responsible for setting up or cleaning up your rental. Staff will ensure all tables, chairs, and any add-on items are ready in the space, but it is the responsibility of the renter to arrange tables, chairs, and set up anything additional.**
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6. Special Events & Reoccurring Rentals

The following types of rentals are considered **special events** and require submission of a Rental Request Form through our website:

- Weddings or celebrations that require **multi-day bookings**.
- **Recurring rentals** such as weekly meetings, sports, or programs.
- Large-scale events that may require full-facility use or special accommodations.
- Any event requesting bar and alcohol service.

7. Additional Room Request at Time of Rental

- Any additional rooms that may be required for your rental must be booked prior to your rental date.
- If renters wish to use an additional space, it must be requested at the time of booking.
- On the day of rental, if any other space is used, that fee will be added to the rental.
 - We schedule staff, clean spaces, and confirm logistics internally for all rentals a week in advance.
 - Last minute additional room requests may strain our resources, or interfere with daily plans for room uses.
 - **We do not guarantee any additional spaces will be available on the day of a rental.**

8. Parking

- Renters are reminded that The Prospect Road Community Centre is a public building and **parking may be limited at times** depending on what is happening at the Centre or in the community close to the Centre.
- The parking lot is not owned or managed by The PRCC. We cannot block off parking spaces for private rentals. Renters are encouraged to take this into account when planning their event.
- Additional parking may be available behind the Centre and at The Prospect Road Elementary School (connected to the PRCC through a trail)

9. Regular Operations, Programming, and other Rentals


- Renters are reminded that The PRCC is available for everyone to use and that there may be other activities happening at the Centre during your rental.
- **We will do our best to inform renters of what is happening in the Centre on the day and time of a rental. However, rentals, programs, and events may be booked in other spaces at the Centre after your booking confirmation.**
- We ask that all renters are respectful and considerate of any other program or rental happening at the Centre during the time of their rental. Failure to do so may result in being asked to leave.

10. Contact Information & Support

For all rental inquiries, forms, policies and confirmations, please visit:

 www.prospectcommunities.com

Or contact the front desk:

 902-852-2711

We thank you for choosing the Prospect Road Community Centre. Your partnership and cooperation with our rental policies and procedures helps support a vibrant, inclusive, and thriving community space.