



4838 Lazelle Avenue, Terrace, BC V8G 1T4
P | 250.635.2373 F | 250.635.2315
ksan@ksansociety.ca
www.ksansociety.ca

User Agreement Ksan Society - Ksan Place

Ksan Society reserves the right to decide if an organization's or group's event is eligible to use Ksan Place. The criteria used to determine Ksan Place bookings are as follows:

- a) Ksan Society programs/events take priority over community group functions. If there is a need to bump the group and event, every effort will be made to give 14 days' notice, when it is possible to provide this notice.
- b) Ksan Place is available to both non-profit and for-profit groups.
- c) Groups or individuals who use this space for training and/or workshops agree that they are qualified to provide those services.
- d) The use meets an identified community need and is consistent with the purpose, goals, or vision of Ksan Society. Ksan Society's Mission Statement link: <http://ksansociety.ca/society-info/about-ksan/>
- e) The event is not used to promote a group's particular religious, moral, or social values.

Terms of use

- User groups will need to sign this User Agreement and a booking form, for each event that takes place at Ksan Place.
- FIRE REGULATIONS RESTRICT THE OCCUPANCY TO A MAXIMUM OF 60 PEOPLE, and it is the responsibility of the user group to monitor occupancy.
- The key for Ksan Place may be signed out at Ksan Residence and Shelter (KRS) at 2812 Hall St., Terrace BC on the day of the function and must be returned and signed back in the same day, or at the end of the event, or per the signed booking form. You also may be assigned a key by the Coordinator.
- You are not permitted to duplicate the key/s. If you are found duplicating the key/s you will lose your rights to using Ksan Place.
- Use of the space is restricted to the agreed upon areas of Ksan Place, as per the signed booking form. Hours of operation are 8:30 am to 10:00 pm.
- Ksan Place is a smoke free environment. Smoking is permitted within a designated area outside of Ksan Place.
- It is the responsibility of the group to provide their own equipment and supplies (eg. coffee; cups; computer, and projector; etc.)
- ONLY MAIN ENTRY DOORS ARE TO BE USED - UNLESS IN AN EMERGENCY
- There is no rental fee for non-profit groups.
- If the group needs to cancel the event, we ask that you inform the Ksan Place Coordinator or Designate, so that other groups can utilize the space.
- Your group is responsible to ensure that the space is left:
 - Clean and in order;
 - With garbage removed;
 - With cardboard removed;
 - With organics and garbage separated and put in appropriate bins and any excess organics removed;
 - With both switches on the HRV system in the "on" position;
 - With all doors and windows secured;
 - With the alarm set prior to leaving if you are the last ones in the building.
- You are not permitted to remove and belonging of Ksan Place.



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- Please report any damages or incidents to the Coordinator of Ksan Place or Designate as soon as possible.
- Any incidents requiring immediate staff assistance during regular business hours 8:30-4:30 Monday to Friday are conveyed to the Ksan Place Coordinator 250-635-2654 and if no one is available, then to the Admin office at 250-635-2373. After hours incidents are conveyed to the Ksan Place Coordinator at 250-615-7991.

Indemnification Clause

The _____ (user group) OR I _____ (individual) shall indemnify and hold harmless, Ksan Society and any of its employees from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the facility; except to the extent that such loss arises from the negligence of Ksan Society.

I have read the User Agreement and agree to abide by the conditions for the use of Ksan Place.

Name of Group Representative

Signature of Group Representative

Date

Witness Ksan Place Coordinator/Designate

Date

Alarm code: _____
(Provided at time of agreement by the KP Coordinator)