



FAMILY SERVICES OF CENTRAL ALBERTA

5409 – 50 Ave. Red Deer, Alberta T4N 4B7

Phone (403) 343-6400 FAX (403) 343-6407

E-mail: fsca@fsca.ca Web: www.fsca.ca

ROOM RENTAL AGREEMENT FC-3F

Date(s) Required _____

Meeting time _____ to _____

Additional set up time _____ Additional take down time _____ # of people expected _____

Name of organization _____

Contact name _____

Phone number _____ Fax _____

Email _____ FSCA Member? ___ Yes ___ No

ROOM REQUIREMENTS AND COSTS

Room Requested (please check all that apply) at a rate of \$50 per room per hour.

FSCA - Room B **FSCA - Room C** **FSCA - Child Development Room**

Parkland Mall – Meeting room **Parkland Mall – Kinsmen Family Place**

Park Plaza Intergenerational Centre

Equipment required (please check all that apply)

Lap Top/Notebook \$20.00

Projector \$50.00

Staffing and Other Charges (please check all that apply)

Coffee and supplies (i.e. sugar, cream) \$10.00/pot

IT Support \$25.00/hr

Staffing outside regular business hours \$25.00/hr

Janitorial costs \$25.00/hr

TOTAL \$ _____

Copy of Insurance Certificate provided Yes No
Deposit received Yes No

ACKNOWLEDGEMENT

I have read, and agree to, the Room Rental Bookings and Related Fees and Charges.

Authorized signature of booking party

Date

Authorized FSCA signature

Date

- Original to front desk receptionist
- Copy to Booking Party