

KSC Activity Room Rental Policy

Activity Room is approximately 50'x28' for a total of 1400sqft. The room rental includes 10 round tables, 2 rectangular tables, 80 chairs, and 1 boardroom table. There are male and female accessible washrooms.

Activity Room Rental Rates are as follows:

1. KSC Members: \$12.50/hr and \$87.50/day
2. KSC Associate Members: \$15/hr and \$105/day
3. Non-members/NFPs: \$20/hr and \$140/day
4. Commercial business: \$30/hr and \$210/day

Boardroom Room Rental Rates are as follows:

1. Non-members/NFPs: \$10/hr and \$70/day
2. Commercial business: \$15/hr and \$105

- Booking the Boardroom is free for KSC Members and Associate Members.
- There is a minimum charge of 2 hours per room rental, and a day rate is defined as 7+ hours.
- KSC Boardroom is suitable for groups up to a maximum of 18 people, the Activity Room is suitable for groups of 19 people or more.
- Weekday meetings between 8am-4pm for a small group (18 or less) will be booked into Activity Room free of charge in order to maintain a quiet office environment for staff.
- If a small group (18 or less) wishes to meet in Boardroom and it is already booked, then it may be possible to provide the Activity Room based on availability.
- Tables and Chairs are to be set up and put away by the Renter.
- Renter will need to pick up the key in advance of meeting date and attend an orientation.
- Each rental purchase will be charged with GST.