



The Calgary Nikkei and Seniors Centre has a variety of facilities available for rental to members, affiliated organizations, and the general public.

Rates:

The following are the rental rates for the Calgary Nikkei Cultural Centre to the end of 2024.

Non-member¹	Main Hall	Library/Tomodachi	Kitchen	Basement
Prime Time ² (3 hours max)	\$290	\$75	\$135	\$70
Non-Prime Time ² (3 hours max)	\$195	\$45	\$110	\$55

Affiliated organization or Individual Member¹	Main Hall	Library/Tomodachi	Kitchen	Basement
Prime Time ² (3 hours max)	\$185	\$45	\$90	\$45
Non-Prime Time ² (3 hours max)	\$135	\$35	\$80	\$35

AV Equipment: \$50 An additional fee may be required if a technician is requested.

Damage Deposits and Cancellations:

Main Hall:

1. Bookings must be prepaid in full, including a **damage deposit of \$100**, at least seven days prior to the booking date.
2. A **\$20 fee** may be assessed if a notice of cancellation is not received 48 hours prior to the booking.

Meeting Facilities: Library, Tomodachi Lounge

1. Bookings must be prepaid in full, including a **damage deposit of \$20**, at least seven days prior to the booking date.
2. A **\$10 fee** may be assessed if a notice of cancellation is not received 48 hours prior to the booking.

Kitchen:

1. Bookings must be prepaid in full, including a **damage deposit of \$100**, at least seven days prior to the booking date.
2. The **stove and oven** must be thoroughly cleaned before leaving.
3. A **\$10 fee** may be assessed if a notice of cancellation is not received 48 hours prior to the booking.

Note:

- ¹A member is an individual whose CJCA membership fees are current and paid-in-full.
- ²Prime Time is designated as time from 5:00 pm to closing on weekdays and any time on weekends.
- Discount rates may be available for repeat or multiple bookings.
- Capacity of the facility is dependent on the functions as posted by the Calgary Fire Department.



Rental Inclusions/Exclusions

The following conditions apply to the rental of the **Main Hall** or **Basement**:

- Includes use of the main hall or basement and available tables and chairs
- Allows for use of sinks, electric kettle and coffee maker, if not previously rented or booked
- Does NOT include use of any other electrical appliances, dishes or glasses

The following conditions apply to the rental of **meeting rooms** (Library or Tomodachi):

- Includes use of identified meeting room area and available tables and chairs
- Allows for use of sinks, electric kettle and coffee maker, if not previously rented or booked
- Does NOT include use of any other electrical appliances, dishes or glasses

The following conditions apply to the rental of the **kitchen**:

- Includes use of kitchen area
- Priority use of sinks, electric kettle and coffee maker
- Includes use of electrical appliances
- Includes use of dishes and glasses
- The stove and oven must be thoroughly cleaned after use

Rules and Regulations Governing Use

1. All users of the facilities will signify agreement with these rules and regulations by their signatures on the accompanying forms (Agreement to Use Facilities and Release of Liability, and Rental Agreements for Use of Facilities).
2. All activities held primarily for children and/or teens (i.e. persons under 18 years of age) must be attended by adult sponsors. At least one adult sponsor for each 10 teens, preteens, and children must be assured. The full names of the adult sponsors must be listed on a separate sheet and attached to this Application. Failure of listed adults to appear for the scheduled activity will result in the automatic revocation of permission to use of the facilities.
3. The use of tobacco or cannabis products in any form is not permitted on the premises, including the CJCA property outside the buildings. Vaping of any products is also prohibited.
4. Users agree to leave the facilities and its surroundings in a clean and undamaged condition and comply with the cleanliness guidelines outlined in #6 on page 3. If use of the facilities results in any damage to the building, its contents, or surroundings, that causes repair, cleaning or replacement amounting to costs in excess of \$100, the user agrees to assume financial responsibility for those costs. In any case where costs resulting from such imprudent use are less than \$100, the amount will be deducted from the \$100 deposit.



5. No streamers, balloons, or other decorations shall be hung from any of the lighting fixtures. No decorations shall be attached to walls, floors, ceiling, or windows with fasteners such as tacks, nails, staples, duct tape, etc.
6. The user of the facilities shall do the following before leaving:
 - a. Remove all decorations placed by the user, including pieces of tape, fasteners, etc.
 - b. For restrooms: Pick up all paper debris and wipe the sink and mirrors with paper towels. Empty wastebaskets and replace the plastic liners. If restroom floors are dirty or if over thirty people occupied the facilities, the user shall sweep and mop restroom floors.
 - c. In the kitchen area: Remove leftovers from refrigerator and wipe up any spills. Clean the sink and counter. Place all cans and bottles in the recycling bin. Sweep and mop kitchen floor. Wash and replace any dishes or utensils used. The stove and oven must be thoroughly cleaned.
 - d. Pick up or sweep up all trash/debris from the main hall, landings, stairs, foyer, kitchen, and rest rooms; place this debris in trash bags and place the bags in the trash receptacles outdoors. Put new plastic trash bags in all trashcans and wastebaskets. If the floors are dirty, the user shall sweep and mop floors.
 - e. Wipe and clean all the tables and clear chair seats of any sticky residue.
 - f. Close and latch any windows that were opened.
 - g. Turn off all water faucets in the kitchen and rest rooms.
 - h. Turn off all the lights, including those in the rest rooms.
 - i. Check the facility, including windowsills, for personal property.
 - j. Ensure that all **external access doors are locked** prior to leaving. Once outside the building, please give the door a quick check to make sure it is locked.
 - k. If your group is the last to leave the building, **set the security alarm** as you are exiting.
 - l. If provided with a FOB, return the FOB as instructed when the FOB was obtained.

If you encounter any problems with the doors or security alarm, please call the contact:
Gene Yamada 403 714-5326.

For clarifications of the rules and regulations, please contact President@Calgaryjca.com

Payments to CJCA

Option 1: e-transfer can be made to CJCAaccount@shaw.ca
In the note section, please indicate what the payment is for
e.g. Rental date, area and hours

Option 2: Cheque made out to CJCA and sent to our CJCA office.

Option 3: Pay by credit or debit in person at CJCA office.



Rental Request:

Please print

Name of Organization: _____

Name of authorized representative: _____

Phone: _____

Email: _____

Are you an individual member of CJCA? (select one) Yes No

Are you an affiliated organization with CJCA? (select one) Yes No

The undersigned, including the Adult Sponsor(s) if required, requests to use the Calgary Nikkei Cultural and Seniors Centre for the following purpose:

Date(s) requested: _____

Please indicate hours of use in the appropriate space(s).

Facilities Requested	Main Hall	Library <input type="checkbox"/> Tomodachi <input type="checkbox"/>	Kitchen	Basement
Prime Time				
Non-Prime Time				
Expected # of attendees				

Is this event for primarily for children/preteens/teens Yes No

Will this event be catered? Yes No If yes, complete the information below.

Caterer's Name: _____

Address: _____



Phone: _____

Release of Liability:

The undersigned certifies that the undersigned has inspected the facilities personally, and assumes all risks to persons or property, including theft, that may be sustained in or about the facilities in connection with its use.

In consideration of use of the facilities, the undersigned and the undersigned's successors and assigns, agree to release, discharge, defend, indemnify, and otherwise hold harmless, the Calgary Japanese Community Association, its officials, agents and employees, from any and all claims and causes of action, including those for injury to any person, property, or theft of property, that may arise in or about the facilities in connection with its use, regardless of whether such claims or causes of action are due to negligence or any other fault. Such claims or causes of action also include damages, penalties, charges, expenses, and reasonable attorneys' fees.

The undersigned certifies that he/she is at least eighteen (18) years of age, and has read and understands the terms and conditions of the foregoing Application and Release. If this Application and Release is made on behalf of an organization or a group, the undersigned certifies that he/she is authorized to sign this Application and Release on behalf of the organization or group, and to assume financial responsibility for damages to the facilities.

Signature of User: _____ Date: _____

Address: _____

Phone: _____

Email: _____

Signature of CJCA Representative: _____

Signed on: _____



Rental Agreement for Use of Facilities

Name of Group: _____

Address of Group: _____

Name of Authorized Person: _____

Email: _____

Phone: _____

Date(s) of Rental: _____

Facilities Requested	Main Hall	Library <input type="checkbox"/> Tomodachi <input type="checkbox"/>	Kitchen	Basement
Prime Time				
Non-Prime Time				
Expected # of attendees				

It is agreed by the User that this Rental Agreement is subject to and controlled by the terms and conditions set forth in the "Calgary Nikkei and Seniors Centre Application to Use Facilities and Release of Liability" attached and incorporated herein by reference. By signing this agreement, the User expressly ratifies the terms and conditions contained therein.

Date: _____

Signature of Representative of the organization or group (if applicable):

Name of Organization or Group: _____

Signature of CJCA Representative: _____

Signed on: _____



Part 2 of Rental Agreement

Damage Deposit \$ _____ provided on date: _____

Signature of User: _____

Signature of CJCA Representative: _____

Rental Fee \$ _____ paid on date: _____

Signature of User: _____

Signature of CJCA Representative: _____

To Be Completed after the rental period

Damages of \$ _____ identified on Date: _____

Damage deposit will be retained until such time that CJCA has been able to assess the cost of repairs or replacements. When the damages or losses have been rectified, a final assessment of the damage deposit or additional fees charged will be made.

Damage deposit: _____

Cost of repairs / replacement: _____

Final amount returned to user or paid by user: _____

Date: _____

Signature of User: _____

Signature of CJCA representative: _____