

# FACILITY RENTALS

Please send your rental inquiry to our Facility Coordinator, Vanessa: [bookings@midsun.org](mailto:bookings@midsun.org)



**ALL PRICES BELOW ARE HOURLY**  
**SET UP AND CLEAN UP TIME MUST BE INCLUDED IN YOUR RENTAL TIME**



## GYMNASIUM

Main floor  
Fully accessible

- Price: Full \$110.00 (No half gym option)
- Max. Capacity: 200
- 8000 square feet
- Great for sport groups, birthday parties, events, etc.



## MULTI-PURPOSE ROOM

Main floor  
Fully accessible

- Price: \$65.00
- Max. Capacity: 36
- 800 square feet (8.8' ceiling)
- Great for meetings, art classes, birthday parties, yoga, social events, etc.



## BOARDROOM

Main floor  
Fully accessible

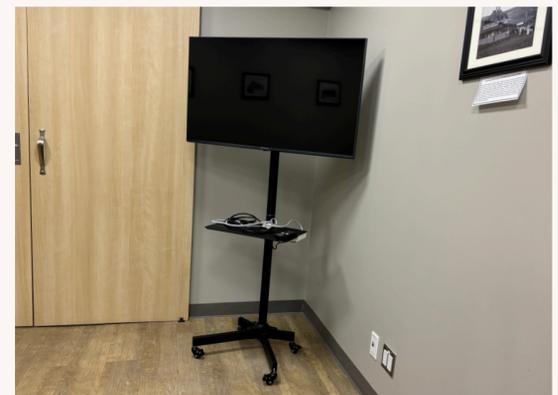
- Price: \$30.00
- Max. Capacity: 16
- 250 square feet
- Great for small meetings
- Includes executive tables/chairs, TV, camera, and microphone for presentations/virtual meetings



## STUDIO

Downstairs, no elevator  
**\*\* NOT fully accessible**

- Price: \$65.00
- Max. Capacity: 47
- 850 square feet (7.6' ceiling)
- Great for dance, martial arts, fitness groups, yoga, etc.
- Floor to ceiling mirrors and dimmable lights
- **No tables and chairs can be used in this room**



# FACILITY RENTAL FAQ

## **Do you have a rental time minimum?**

Yes, all rentals must be 1 hour minimum. We allow 15 minute increments after 1 hour. For example, if you wanted to rent from 2:00 - 3:00, but needed 15 minutes for clean up, you could request 2:00 - 3:15.

## **What are your rental hours?**

All rentals must be kept between the hours of 9:00a - 11:00p. Unfortunately, we cannot accommodate late rentals at our facility. Should you require an earlier start, you may always ask our Facility Coordinator.

## **Do I need to provide Mid-Sun with any deposits up front?**

No, we do not ask you for any deposits up front; however, all renters must provide us with a credit card number to put on file should we have to charge for any cancellation or damage fees. Should we find any damage to our equipment or facility, the renter will be charged the full amount to cover all damage costs.

## **What if I need to cancel my rental? Is there a cancellation fee?**

Should you need to adjust your rental date or cancel altogether, please email our Facility Coordinator as soon as possible. Cancellations without 7 days notice will not be eligible for refund and will be charged the full rental rate to the credit card on file.

## **Am I responsible for setting up and cleaning the rental space?**

Yes. All renters must include set-up and clean-up time within their rental time-frame. Our staff are happy to help you get started by bringing out tables and chairs, but you are responsible for setting them up and putting away. After your rental, we expect all renters to complete a spot-clean so that the rental space is left how you entered it.

## **Do you offer tables and chairs with your rentals?**

Yes! We have 25 8ft rectangular tables and 105 chairs on-site available for use at no extra cost.

## **Do you offer birthday party packages and supplies?**

Unfortunately, no. We do not currently have any birthday party packages available at Mid-Sun.

## **Can we decorate the rental space?**

Feel free to decorate the rental space how you wish, so long as you do not use any tacks/nails/sticky tape on our walls or ceilings that would cause damage. Should you wish to put something on the wall, please ask the front desk for our painters tape.

## **Are we allowed to bring food and drink?**

So long as the drinks are non-alcoholic, yes! We do not allow any rentals that include alcohol, regardless if you've obtained a liquor license. We welcome you to bring food and drinks for your rental. We do not allow any cooking on-site. Many renters bring crockpots to keep food warm and coolers for their drinks. We do not have fridge space to keep items cold.

## **Does your facility have WiFi?**

We do! WiFi: Guest | Password: MidSunGuest

## **Do you have audio and visual equipment to borrow?**

We have the following equipment available as a \$20.00 add-on charge for each item. Renters are liable for full replacement costs if returned damaged or broken. Renters are also responsible for bringing any special adapters (i.e. Apple MacBook dongle, charging cables, Bluetooth speaker, etc.)

- Projector & Projector Screen
- Mobile 43" TV with HDMI connection

**Please direct all other questions to Vanessa at [bookings@midsun.org](mailto:bookings@midsun.org)**



## Mid-Sun Community Association (MSCA) Facility Rental Agreement

**Rental Deposit:** All renters are required to provide Mid-Sun Community Association with a credit card number on file, in the event MSCA should have to charge for any cancellation, damage or cleaning fees. MSCA does not charge any rental fees or deposits up front. Rental payments are required on the day of your rental prior to accessing the rental space. Should you wish to pay for your rental ahead of time, that can be arranged.

**Cancellations:** All renters are required to give our Facility Coordinator notice of a cancellation as soon as possible. A cancellation without 7 days' notice will not be eligible for refund and will be charged the full rental rate to the credit card on file.

**Rental Time:** All renters must provide MSCA with a rental time-frame that includes set-up and clean-up. If you exceed your rental time, you will be charged a minimum of 50% of the hourly rate per every fifteen-minute increment. The Renter will not have access to the rented space until payment is made, the rental waiver is signed, and their allotted time has started (unless permission has been granted by the Facility Coordinator).

**Set-up and clean-up:** The Renter is responsible for any table, chair, and equipment set-up and take-down. After your rental, we expect all Renters to spot-clean the area so that the rental space is left how you entered it. Should our staff have to complete excessive clean up (i.e. pop balloons, large spills on the floor, overflowing garbage cans, etc.), the Renter will be charged a minimum \$100.00 cleaning fee to the credit card on file. This cleaning fee could increase depending on the amount of clean up required.

**Decorating:** The Renter agrees to place no decorations our walls and ceilings with tacks, nails, or sticky tape. We encourage you to check-in with our Front Desk Staff and ask for our painters tape for decorating purposes.

**Damage Fees:** If any damages are incurred by the Renter or its guests, including damages to grounds, facility, equipment and/or any other property belonging to the Mid-Sun Community Association, the Renter is liable for full repair or replacement cost.

**Equipment Available:** MSCA can offer tables (25 total) and chairs (105 total). The Renter may bring their own equipment, so long as it's been approved by the Facility Coordinator. Audio and Visual equipment is available upon request and will be an additional \$20 charge on your rental. MSCA does not lend out sporting equipment or children's gym toys.

**Alcohol:** MSCA does not permit alcohol for any facility rentals, regardless if you've obtained a liquor license. If alcohol is found, it will be confiscated by MSCA staff immediately for disposal.

**Supervision of Minors:** The Renter agrees to have all participants supervised by legal aged adults at all times while using the facility.

Please be aware that there may be other programs, rentals, or events taking place at the same time as your rental. Our parking lot receives a lot of use and we encourage all users to park in a valid parking stall. Parking in our fire lanes will result in a phone call to the Calgary Parking Authorities. There is protected parking along Midlake Boulevard with a break in the north fence heading towards the Community Centre.

The Renter agrees to save, indemnify, and hold Mid-Sun Community Association harmless from legal liability for bodily injury or property damage arising by, or result of the use and occupancy by the renter of the facility. The Renter further agrees to waive any right of recovery against the Mid-Sun Community Association for any loss or damages incurred to the Renter's property during the term of this agreement. **You may want to consult your insurance provider to determine whether yourself and your assets are covered while hosting an event at Mid-Sun.**

**By accepting this waiver, the Renter acknowledges and agrees to the above.**

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**Signature**

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**Date**