

## Council for the Arts in Ottawa

### Policy for use of the Micaela Fitch Room November 2011



#### Description:

The Micaela Fitch Room is located at Arts Court, 2 Daly Avenue, and is part of the office space of the Council for the Arts in Ottawa (CAO).

The room is approximately 16' x 36', and provides a meeting/workshop space, which is available for use by members, not-for-profit groups and businesses. The room is equipped with a modular board table (six pieces) which can be easily moved to suit the purpose of the activity taking place. When set up as a board table, it will accommodate 14 to 16 persons. 20 chairs are provided. Additional chairs are provided on request (three weeks notice is required to allow them to be booked). A built-in side table provides space for coffee and refreshments.

**Council for the Arts in Ottawa**  
2 Daly Avenue  
Ottawa, ON K1N 6E2  
613-569-1387  
council@arts-ottawa.on.ca  
www.arts-ottawa.on.ca

#### Features:

- Small Kitchenette with fridge and dishwasher
- Washroom adjacent to the room (a second washroom is located in the entrance hall)
- Central air conditioning
- Flat screen Monitor / VCR / DVD Player
- Wifi available
- Coffee maker and a kettle for tea are available for your use
- Flip charts and markers available for your use
- Recycling bins

#### Rates and arrangements for payment:

The rental rates for the room are as follows:

CAO members are entitled to the use of the room for three sessions per year complementary. Additional sessions are available at the following rates:

Members and not-for-profit groups: \$30 per session (per block of 4 hours or less)

Business, Government or other: \$60 per session (per block of 4 hours or less)

The rental rates for the use of equipment are as follows:

Data Projector & Screen: \$ 25 per day

Dishes for special events: *please contact for price*

An invoice will be sent following the use of the room or prior to booking per request.

COUNCIL FOR THE ARTS IN OTTAWA



CONSEIL DES ARTS D'OTTAWA

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#### **Cancellation:**

The CAO aims to be responsive to the needs of all stakeholders in the operating of this facility. To help us accommodate the many rental requests we have, please ensure two weeks written notice of cancellation. Cancellations of less than two weeks notice will be charged 50% of the rental fees. No shows will be charged the full fee.

#### **Bookings:**

The room is available for use between 9am-10pm, seven days a week (statutory holidays excluded). Arrangements can be made for use before 9am, however an hourly security fee will apply.

Bookings are made on a first-come, first served basis. Therefore it is advised that at least 30 days notice be provided for bookings.

Written confirmation of bookings will be required to secure reservations.

#### **Access:**

CAO staff are usually available during regular business hours. For weekends, evenings or times when CAO staff are not available, the renter is requested to ask for admission to the room from the front desk staff at Arts Court. Arrangements will have been made to provide access to the renter. At the close of the meeting or at times when the space will not be occupied, it is the responsibility of the renter to have the front desk attendant lock and alarm the space. The front desk staff are available from 9:00am to 10:30pm daily. ,

To help reduce our environmental impact we request that clients refrain from bringing bottled water. We have delicious water available and provide pitchers and glasses for your use. If you are planning on providing catering or having catering provided please discuss this with us in advance. We can provide all the dishes you need along with a dishwasher to stack them in when you are finished.

For receptions or special events please contact us for any particular requirements. Extra charges may apply.

#### **Information and booking:**

For further information or to make a reservation contact the Council for the Arts in Ottawa at 613-569-1387 or [council@arts-ottawa.on.ca](mailto:council@arts-ottawa.on.ca)

