

## **RENTALS COMMITTEE**

### **TERMS OF REFERENCE**

The Rentals Committee is a committee of the Board of Directors of the Kerrisdale Community Centre Society (KCCS) appointed by and reporting to the Board. It operates at all times in accordance with the mission, goals, strategies and policies of the Society.

Each committee of the Board will submit an annual budget for its proposed activities and projected revenue through the Finance Committee to the Board. The Rentals Committee will provide quarterly progress reports to the Board through submission of its meeting minutes.

#### **SCOPE OF ACCOUNTABILITIES**

To encourage appropriate use of available Kerrisdale Community Centre facilities by our community, and uphold in practice the provisions of the “Use of KCC Facilities by External Groups Policy”.

#### **SPECIFIC RESPONSIBILITIES**

The Rentals Committee will do the following:

- 1) monitor and recommend changes to the Board’s rental policies, and terms and conditions of use of KCC facilities by external users where needed;
- 2) maximize use of the facilities not required for scheduled KCCS programs and activities; scheduled KCCS programs and activities will always have precedence for use of facilities, supplies, and staff time.
- 3) approve any long-term space use requests from external groups.
- 4) review rental rates and the rates charged to long-term external users of Centre facilities, considering demand, rates at comparable facilities and other pertinent factors, every even numbered year and recommend changes to the Board in August; and
- 5) report to the Board annually on rental activity for the previous period, with this report to include the information drawn from the room use application form;
- 6) conduct regular service evaluations with external users of Centre facilities to determine how their experience could be improved and provide feedback to the Board and to staff;
- 7) review applications for room use by external groups that the Society is not able to meet to determine what changes in policy and/or practice might make more space available;
- 8) develop materials to increase awareness and utilization of the Centre’s facilities, in conjunction with Centre staff;
- 9) review the content of the rental information section of the Society’s quarterly brochure and website and manage changes to ensure accuracy and clarity;
- 10) work closely with the Centre staff to achieve efficient and effective procedures for external use of Centre facilities; and
- 11) ensure that the committee’s decisions support financially sustainable operations.

#### **MEMBERSHIP**

The Committee comprises at least three (3) directors of the Society, one of whom will be elected chair, and other members of the Society. All Committee members must be appointed by the Board. One or more Centre staff will work with the Committee.

#### **MEETING TIME**

Tri-annually in April, September, and January at 7:00 pm at the Community Centre on a date determined by the Committee.