

**Type:** Administrative**Authority:** Executive Director**Related Documents:**

Policy Statement

As the Hospice is a not-for-profit registered charity, it does not pay property tax; collection of rent or the appearance of collecting donations in lieu of rent jeopardizes that status and is not permitted. The needs of residents (and their families) of Chapman House are the primary consideration. All requests for permanent and temporary space allocation must bear this in mind.

417.01 Office Allocation

1. The Executive Director allocates offices to GBH employees on behalf of the Board. Offices will be designated only to paid staff or contracted vendors (e.g., Spiritual Care) per MOU.
2. The Executive Director may designate, at their discretion, office space as a single staff or shared between multiple staff, regardless of status or hours on-site.
3. No external requests for space may be entertained by the Executive Director. These requests may be brought to the Board for consideration.

417.02 Room Rentals

1. Internal requests (from staff or volunteers) to use space for hospice related matters are managed by the Executive Director and staff. This would include things like training sessions, information sessions, special projects etc.
2. External requests can be accommodated under certain situations. The function/event /purpose is not for commercial gain, is consistent with and/or supports the vision/mission/mandate of the Hospice.
3. Approved external events (room bookings) require a member of staff (or approved "host" to act as guest host. As host, the hospice employee is accountable for the security of the event (sign in/out, evacuation planning etc.) and post-event cleanliness/room configuration. The "host" does not need to attend the event but must be on site in the event there are questions or concerns.
4. A "host" may only manage one event at a time. Simultaneous events hosted by a single person must not occur as their ability to ensure safety, security, manage noise, be available for questions etc. is compromised.
5. All room bookings (both internal and external) are to be handled by the Clinical Administrative Assistant and approved by the Executive Director.
6. The booking form will be completed by the Clinical Administrative Assistant and submitted to the Finance Coordinator with any payment in advance of the rental.
7. External guests are to arrange for off premises parking to avoid congested parking and ensure emergency vehicle access.

8. To ensure hospice residents and their family’s experience is not negatively impacted by external meetings (i.e., congested parking, noise, draw on facilities), the total number of external visitors through room bookings must not exceed 20 people at any given point of time.
9. Hospice kitchen facilities are dedicated to Hospice residents and their loved ones and are not available to support internal or external events/functions. With notice, the booking may include refreshments provided, at a cost, by GBH. Internal and external renters are welcome to bring in their own refreshments and food specifically for their meeting audience but must ensure to take away any unused refreshments and food as per Public Health food safety regulations.

417.03 Assessing Fees

The Executive Director will have all authority to establish, review, and approve fees for room rentals.

417.03 Review Cycle

Administrative Policies shall be reviewed in the even year.

Original Approval: 10-16-2018
Reviewed On:
Revised On: 10-26-2022