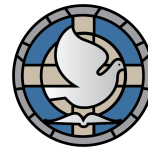


# REGULATIONS FOR GROUPS USING THE FACILITIES OF THE PRESBYTERIAN COLLEGE



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PRESBYTERIAN  
COLLEGE  
MONTREAL

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MONTRÉAL

*Updated April 2026.*

The Presbyterian College welcomes the groups that are using our facilities and requests/requires that they respect College property and employees as they would their own home and family.

The College requires that the following regulations to be respected:

## (1) PAYMENT

Unless otherwise confirmed by the College receptionist, payments for use of College facilities must be submitted to the reception office in advance of the event. Payment is by Cheque or VISA. The receptionist may choose to allow use of facilities based on submission of a deposit, with the balance paid on the date of the event itself.

## (2) SUPERVISION

All persons using the college facilities must be under the immediate supervision of a competent and trustworthy adult who will undertake to be personally responsible for adherence to these facilities rental regulations. All facilities must be left in the same condition that they were found – with chairs and tables and other items being returned to their proper places.

## (3) LIABILITY

Under no circumstances will the College be liable for any injury received by any person using the College facilities under the terms of this rental agreement. Nor will the College be liable for any loss of, or damage to, property, clothing, or personal effects of any person using the facilities under this rental agreement. The College, further, reserves the right to request that organizations using the College facilities obtain liability insurance for the duration of its use of the facilities.

## (4) EMERGENCY CLEARANCE OF BUILDING

It is the responsibility of organizations (and their representatives) using the college building to familiarize themselves with emergency exits and to have an appropriate plan for vacating the premises in the event of an emergency.

## (5) SMOKING

There is no smoking permitted in the College or on the College premises.

## (6) ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted within the College facilities, unless a special application has been approved by the Facilities Committee and an appropriate license has been obtained.

## (7) ADMISSION BY TICKETS

If tickets are to be sold at the door for an event to be held within the College, receptionist must be advised at the time of application. Permission for same must be granted by the receptionist.

## (8) DAMAGE

Any damage to the facilities must be reported to the College Receptionist or on-site College representative (Dean of Residence, for example) immediately, or as soon as possible. The organization using the facilities under the terms of this rental agreement will be billed directly for the cost of any repairs.

## (9) PARTICIPANTS

Only those taking part in the activities of the organization that is party to this rental agreement may be granted access to the College facilities. The maximum capacity regulations for each hall must be strictly adhered to. The organization renting the facilities must ensure that security is maintained at all times, so that outside persons do not gain unauthorized access to the building.

## (10) KITCHEN USE

The kitchen facilities within the building may only be used if the use of those facilities was requested with the application and if permission was granted.

## (11) CLEANING

The renter is responsible for cleaning up after themselves in terms of kitchen, dishes, tables, etc. At the end of the event or rental period, facilities should be returned to the same condition in which they were found.

## (12) TERMINATION OF CONTRACT

The College maintains the right to cancel hall reservations with one month's notice, should a pressing reason arise.