

## DCC Facility Rental Request Form

### General Facility Rental Information

Located in the heart of Downtown Victoria, the Downtown Community Centre (DCC) offers multiple unique spaces for single or long-term rentals; perfect for recreation programs, community meals, meetings, markets, workshops and support groups.

The DCC is a ground-level wheelchair accessible building. Automated doors are located at the front entrance, interior entrance to the gymnasium, and the commercial kitchen. The kitchen prep area includes some ADA-height countertops. There are two washroom facilities; a wheelchair accessible single-occupancy lavatory complete with change-table, and a five-stall lavatory with one change-table. Both washrooms have sharp disposal containers, and are stocked with free menstrual and safer sex products. The maximum occupancy of the DCC is 150 persons.

Filling out this form does not confirm the rental. Program Facilitators will do their best to accommodate your rental request. Please email your completed Facility Rental Request Form to [dcc@coolaid.org](mailto:dcc@coolaid.org) and a Program Facilitator will be in touch soon!

### Liability Insurance

Renters are required to obtain liability insurance with a minimum coverage of \$2 million, add Victoria Cool Aid Society as additional insured, and to provide a certificate of insurance.

### Rental Rates

Peer workers may be available to help with rental set-up and clean-up at an additional hourly rate. All rental proceeds go towards funding the DCC's weekly programs.

Private event/organization: \$60/hour  
 Non-profit organization: \$30/hour  
 Community partner: In-kind when applicable



Main Entrance



Facilitators' Office



Corridor



Washrooms



Accessible Washroom



Gymnasium



Servery



Kitchen



Gymnasium



Courtyard



BBQ and Pizza Oven



November, 2022



Courtyard



Support Room

## DCC Facility Rental Request Form

### Contact Information

Name  Organization

Phone  Ext  Email  Contact preference  Phone  Email

### Requested Rental Date/Hours (Please include time for set-up and clean-up in your requested hours)

Date  Time (from)  Time (to)  DCC peer worker(s)\*  Yes  No

*Alternate date/time(s) if your choice above is unavailable:*

Date  Time (from)  Time (to)  Date  Time (from)  Time (to)

DCC Program Facilitators work Monday to Friday, 9:00am to 3:30pm. DCC staff will not be present during your rental should it occur outside of these days/times. If your event needs additional help, DCC Peer Workers\* may be available for rental set-up and clean-up at an additional hourly rate. This needs to be requested and confirmed before finalizing the rental contract.

### Rental Frequency

Contracts are available up to a six month term. Contracts may be renewed after the term end.

One Time  Weekly  Bi-weekly  Monthly  Other

### Requested Rental Spaces and Equipment

Gymnasium *(concrete floors)*
 Basketballs
 Hockey\*
 Yoga\*
 Support Room  
 BBQ & Pizza Oven
 Courtyard
 Kitchen
 Cookware
 Dinnerware
 Tables
 Chairs  
 Coffee/Tea *(per person)*: 
 Wi-Fi
 Other

\*Hockey – nets, sticks, helmets, gloves, goalie pads/masks included \*Yoga – mats included

### Purpose of Rental

Private event  Public event

Summary of rental *(what will you be doing?)*