

We are proud of our Group Room and want to ensure all users can access it in a timely and enjoyable manner. Below are the Terms and Conditions for use of our Group Room, as well as additional information you may require when visiting our facility. Failing to comply may result in a loss of security deposit and cancellation or refusal of future room use.

Do – Required

- Document and report any existing room damage prior to your event
- Put all garbage in the receptacles provided; excess garbage can be disposed of in the dumpster in the back alley
- Report accidents/injuries within the room and/or building
- Take care not to damage the facility - anyone who does is responsible for repair/replacement costs
- Bring your own supplies (such as paper, pencils, and whiteboard markers)

Don't - Prohibited

- Alcohol
- Smoking or vaping
- Cannabis products
- Illegal or unethical activities
- Excessive noise
- Affixing or mounting items in any way to the walls of the room

Please note that we may establish and enforce additional rules as deemed necessary.

Northwest Psychology is not liable for any personal injury, or loss or damage to personal property that may result from room rental.

Payment terms and options

Your contact will include your specific costs related to your booking.

Further, we require a security deposit which will be returned in a timely manner after your event once the room inspection is completed.

Payments to be made by etransfer to ibmgconsulting@shaw.ca

Payment is due within 7 days of our confirmation that your meeting room is booked to secure your booking.

Rental cancellations and changes

Base rent is non-refundable within 72 hours of the reserved booking time. For all other cancellations, there will be a 15% admin fee deducted from your refund. Cancellation must be received in writing to info@northwestpsychology.ca

An administration fee *may* be charged for changes to rental times or dates.

Parking

There is limited visitor parking available directly behind the building. There are some other options around the building, including 1 hour parking on 17th Ave and 2 hour parking on 17th St.

North Hill Mall across the street offers free parking for up to 3 hours or paid parking for more than 3 hours.

Please do not park Centex Gas Bar or Heritage Funeral Services as you may be towed.

Room amenities:

Room rental includes:

- 20 cushioned chairs;
- 6 collapsible tables;
- 6 nesting coffee tables;
- 4 foot by 2 foot mobile whiteboard; and
- Room furnishings (such as cabinet, artwork and other decorative items).

Any damage or theft of these items will be charged to the users.

Building Amenities

The lobby, washrooms, hallways, and waiting areas are considered common shared areas. Each organization and persons using the group room shall be responsible for any damage to common shared areas or to the building and its surrounds which results from their event.

Accessibility:

There is a step to enter the building from the back alley, then ramp access to the elevator within the lobby. There are no steps or stairs when entering from 16th Avenue entrance.

There is elevator access to the third floor. (Refer to information about After Hours Access)

The stairwell at the west end of the building can be used to exit (not enter) the third floor. In the event of a fire, stairwells at both the west and east of the building are accessible to exit the building.

Washrooms:

There are two washrooms labelled Male and Female located on the third floor near the elevators. The code to access the washroom is located in the storage closet within the room. Please note that stalls are not wheelchair accessible and may be difficult for those with limited mobility.

Other:

The group room does not have windows or natural lighting available. There is the capacity to turn off all or half of the lights within the room.

Signage

There is a frame on the Main Room door where you can place a sign for your event. Signs should be printed on Standard Letter sized paper.

No other signage or items are permitted to be displayed within the shared areas of the building.

After Hours Access

Access to the building is restricted outside of normal business hours. You may need to arrange collection for an elevator key to access the facility prior to your event. If the key is not returned immediately after the event, you will be charged a re-keying fee. Please note that the cost to re-key the elevator is prohibitive.

Further, entering the building outside typical business hours is restricted. You will be provided with a code for yourself and your attendees to enter the building. It is important that this code is kept secure and only disclosed to those that require it.

After hours, you will need to push the button to the left of the door in the lobby to exit the building.

Room Access

Prior to your event you will be given a four-digit code to access the group room. This individualized code will allow you access and secure the room. The locking mechanism records whenever you unlock or lock the door. It is your responsibility to keep this code secure as you will be responsible for any damage or theft that occurs if this code is used to access the room.

Alarm system

The alarm system will automatically disarm prior to your booking time. You do not need to do anything.

Please note that the alarm may automatically arm at the end of your booking time. It is therefore important to leave in a timely manner.

Contact Information

Booking Questions: Please direct any booking queries to info@northwestpsychology.ca

Facility Maintenance: Please report any spills, broken, or malfunctioning features of the Group Room to Bernadene Weskin at (403) 444-3394.

Emergencies: In case of life-threatening emergency, please call 911. In case of a facility emergency call Mauricio at (403) 978-1758.