

	Section:	
	Finance Administration	
	Policy:	
	Rental of TBC Clinic / Classroom Space	
Policy Number: C.02.11	Approved: November 19, 2020	Distribution: Board of Directors Directors & Employees

1.0 Purpose:

The Purpose of this policy is to provide organizational guidance with respect to renting space within the TBC facility. This guidance is consistent with the direction provided within the Ministry of Health) funding agreement and is consistent with the core values of the organization.

2.0 Scope:

This policy applies to all TBC clinic rooms and classroom for the specified unfunded services outlined in the MOHLTC funding agreement.

3.0 Policy:

TBC is committed to maintain a balance in the use of space at TBC. TBC’s priority will be to ensure that it generates enough bookings to generate income to cover the shortfall in operational funding. Preference will be given to tenants with a longer-term or significant commitment to renting space to maximize occupancy of the facility. Rental of TBC space thereafter will be on a first come, first-served basis and subject to availability. Space will be blocked off and maintained throughout the year to provide access to space for groups/organizations in the community that provide services for the benefit of the pregnant or child population- on a fee for rental and free basis. TBC may also support community organizations/groups in utilizing free space at TBC on a case by case basis.

4.0 Definitions and Terms

The meaning of definitions and terms used in this policy and in attachments are as follows:

Contract Holder: Any group, individual, partner, organization or corporation that has entered into a duly signed and executed agreement with the TBC for rental of TBC space for approved purposes during specified date(s)/time(s). It includes their representatives, employee and/or agents.

Commercial/Professional Rates: Is the rate charged to entities that in turn charge participants to attend the event for which they wish to sign a rental agreement with TBC. Examples include professional Associations, midwifery or any other regulated health professional or Midwifery Practice Group that charge participants to attend a pre-natal class, training, teaching/certification in return for a fee. It may also include any regulated health professional seeking to rent clinic or classroom space.

Not for Profit Organizations: Includes organizations that exist to provide services to communities without seeking remuneration from participants for the services. NFPs may pay a reduced rate to secure space at TBC. In some circumstances, non-profits may wish to apply for use of space free of charge. These rentals will be subject to Executive Director approval.

5.0 Procedure:

- 1) Space will be rented for unfunded services at fair market value. Consistent with market practices, a different rate schedule will be developed for commercial and not-for-profit organizations. The Executive Director will review this rate and make changes on an annual basis.
- 2) Rental prices will reflect the full cost of using the space, subject to negotiation by the Executive Director. The TBC may discount rates in order to maximize occupancy or provide some relief on costs.
- 3) The rental of TBC will not interfere with the provisions of primary services.
- 4) All contract holders (short and long term) must sign a contract with the TBC; a booking will not be confirmed until the contract is signed by all parties. This contract will reflect the provisions set out in the MOHLTC Funding agreement.
- 5) The TBC reserves the right to assume liability for insurance for non-profit community organizations conducting non-clinical activities subject to negotiation by the Executive Director.
- 6) The TBC will rent to unfunded service providers who seek out the use of its space and is under no obligation to ensure equal access or opportunity to renting the space. TBC is committed to equity in its rental policies and will conduct an annual review and maintain an internal listing of its rental space priorities for the year based on its strategic plan and operational funding requirements.
- 7) The TBC may enter into exclusive contracts with contract holders.
- 8) The TBC may communicate opportunities to rent space with relevant individuals and organizations.
- 9) The TBC will require contract holders to communicate available services to TBC and provide a link to their events/organization. Contract holders will not be given free promotion via TBC networks.
- 10) All TBC policies and procedures will apply to both the birth centre and long-term tenants will need to comply with these policies and procedures.
- 11) The TBC has the right to reject any contract holder and refuse future rentals.
- 12) A list of all current contract holders will be maintained by the TBC.

6.0 Policy Changes/Review:

Issue #	Issue Date	Describe Change(s)
C.05	February 13, 2014	First version of this Policy.
C.02.11	July 30, 2014	Policy number changed to C.02.11 from C.05
C.02.11	October 20, 2016	Revised Policy and name change approved by the Board.
C.02.11	November 10, 2020	Revised.
C.02.11	November 19, 2020	Revised policy approved by the Board.

Attachments:

Schedule A – Rental Rate Schedule
Schedule B – Room Layouts
Schedule C – Standard Rental Contract

References:

1. MOH Funding Agreement
2. PPM Policy Number C.01.7