



SPACE RENTAL REQUEST FORM – FOR BRANCH USE ONLY

1. GENERAL INFORMATION

Client:

Name under which rental is to be made: _____

Date(s) & time(s) requested: _____

Payment method (Cash, cheque, credit card, other): _____

Down payment (if required) made on (date): _____ Full payment made on (date): _____

Event:

General event type e.g., meeting, fundraiser, special event, etc. _____

Number of people expected: _____ Public or invitation only: _____ Expect media? _____

If guest speaker, person's name/title/affiliation: _____

Venue (if more than one branch area available for rental): _____

Specific event requirements (bartender(s), sound system, meal or use of kitchen if available, etc.):

Guest requirements (wheelchair accessible, elevator etc.) _____

2. GROUP BOOKING

Nonprofit or business name: _____

Local or national: _____

If not well known, brief description of group (purpose, mandate, etc.) _____

If charity, charitable registration number: _____

Group website: _____

Contact person: _____

Contact phone number: _____

Contact email: _____

3. INDIVIDUAL BOOKING

Contact person: _____

Social media address: _____

Contact phone number: _____

Contact email: _____

Purpose of booking: _____

If tribute event (anniversary, wedding, retirement, celebration of life): key honoree or person(s) name(s)

4. SCREENING CHECKLIST – GROUP OR INDIVIDUAL

Repeat/regular client New client

Repeat/regular client:

- Client previously screened
- No new information of concern
- New information of concern
 - Online search done including media check
 - Branch staff and/or volunteers consulted, and/or
 - Police check, if required, completed

New client (unknown and/or questionable reputation):

- Research complete on the group/individual, as necessary
 - Online search done including media check
 - Branch staff and/or volunteers consulted, and/or
 - Branch executive consulted, and/or
 - Provincial Command consulted, and/or
 - Dominion Command consulted, and/or
 - Check done with other outside organization(s) e.g., government agency
 - Police check, if required, completed

If political client – double check:

- Client understands holding a meeting does not constitute Legion endorsement
- Client will not display party signage on Legion property but directional signage e.g. on door or inside a hallway is ok
- No information of concern

5. BOOKING STATUS - CHECK ONE ONLY

This group's/individual's views, purposes and the nature of the event itself align with Royal Canadian Legion founding Articles of Faith, General By-laws and hate group policy.

This group's/individual's views, purposes and/or the nature of the event itself contravene the Legion's founding Articles of Faith, General By-laws and hate group policy (See box below). **Rental denied.**

Checks and form completed by: _____ Signature: _____

Date: _____

"The Royal Canadian Legion does not support or tolerate any group or organization whose views or actions are contrary to our values and those of our country. The beliefs of any group with which we interact must align with and reflect the Legion's founding Articles of Faith and General By-laws.

As such, no Branch or Command within the Legion may affiliate itself in any manner whatsoever with a group or organization that promotes or is known to promote hatred or violence due to ethnicity, religion, gender, sexual orientation or any other social determinant. This also applies to Legion support of groups affiliated with organizations that espouse hostility.

Command and Branch Executive, and Legion members must use their best judgement to ensure policy compliance. The ultimate determination as to what constitutes a prohibited group lies with Dominion Command; its determination is final and will govern.

Any Branch or Command having doubts about a group's history or its suitability to associate with the Legion, must obtain advice from Provincial Command or Dominion Command, respectively.

Noncompliance with this policy is punishable up to and including an Article III expulsion within the Legion's General By-laws."