



TEMAGAMI FIRST NATION

BEAR ISLAND,
LAKE TEMAGAMI, ONTARIO P0H 1C0
TEL 1.888.737.9884 | 705-237-8943
FAX 705.237.8959

Temagami First Nation Facility Policy – External

MGM Reception Boardroom

Maximum Capacity: 10

Rental Fees: full day \$150, ½ day \$75 (4 hours or less)

Damage/Booking Deposit: \$50

Available Equipment and Furnishings:

| | |
|------------------------|---|
| Staff Kitchen | Stove |
| Coffee Maker | Dishwasher |
| Miscellaneous utensils | Refrigerator/Freezer |
| Boardroom Table | Chairs |
| Bathroom supplies | Audio / Video Conferencing equipment *upon request |
| Cleaning Supplies | Garbage bags |

Hours of Operation & Access:

24-hour access; agreed upon hours of operation as per the signed Agreement.

The Meeting Room is accessible via the Finance and Administration entrance.

TFN Public Library

Maximum Capacity: 15

Rental Fees: full day \$200, ½ day \$100 (4 hours or less)

Damage/Booking Deposit: \$50

Available Equipment and Furnishings:

| | |
|-------------------|-------------------|
| Coffee Maker | Tables |
| Chairs | Cleaning Supplies |
| Bathroom supplies | Garbage bags |

ADMINISTRATION DEPARTMENT

705.237.8943 ext.101

tfn@temagamifirstnation.ca | www.temagamifirstnation.ca

Audio / Visual Conferencing equipment
*Upon request

Hours of Operation & Access:

Access limited to Library off hours; agreed upon hours of operation as per the signed Agreement.

The Public Library is accessible via the Main entrance and west side hallway entrance.

MGM Gathering Hall

Maximum Capacity: 256

Rental Fees: Hall Only - Full Day \$500, ½ Day \$250 (4 hours or less)
 Hall and Kitchen – Full Day \$700, ½ Day \$350 (4 hours or less)

Damage/Booking Deposit: \$150

Available Equipment and Furnishings:

| | |
|--------------------------------------|-----------------------------|
| Kitchen (Additional fee for kitchen) | Dinner ware for 256 persons |
| Stove | Coffee Makers |
| Dishwasher | Refrigerator/Freezer |
| Miscellaneous cook wear | Miscellaneous utensils |
| Tables | Chairs |
| Mops/brooms/pans/pails | Cleaning Supplies |
| Bathroom supplies | Garbage bags |
| Audio / Video Conferencing Equipment | Sound System |

Hours of Operation & Access:

24-hour access; agreed upon hours of operation as per the signed Agreement.

The Gathering Hall is accessible via north and south kitchen doors; the north and south Hall doors; and the west Hall door.

Laura McKenzie Learning Centre Gymnasium

Maximum Capacity: 200

Rental Fees: Gym Only - Full Day \$500, ½ Day \$250 (4 hours or less)
 Gym and Kitchen – Full Day \$700, ½ Day \$350 (4 hours or less)

Damage/Booking Deposit: \$150

Available Equipment and Furnishings:

Gym Amenities:

Chairs
Bathroom supplies

Kitchen Amenities:

Coffee Maker
Refrigerator/Freezer

Tables
Cleaning Supplies
Garbage bags
Stove
Dishwasher
Dinnerware for

Hours of Operation & Access:

24-hour access; agreed upon hours of operation as per the signed Agreement.

The LMLC Gym is accessible via the Main entrance and the back entrance.

Sonny Moore Building

Maximum Capacity: 30

Rental Fees: full day \$150, ½ day \$75 (4 hours or less)

Available Equipment and Furnishings:

Kitchen
Coffee Maker
Refrigerator/Freezer
Chairs
Bathroom supplies
Audio / Visual Conferencing equipment
*Upon request

Stove
Dishwasher
Tables
Cleaning Supplies
Garbage bags

Hours of Operation & Access:

24-hour access; agreed upon hours of operation as per the signed Agreement.

The Sonny Moore Building is accessible via the Main entrance.

The Canoe House

Maximum Capacity: 75

Rental Fees: full day \$200, ½ day \$100 (4 hours or less)

Damage/Booking Deposit: \$50

Available Equipment and Furnishings:

Coffee Maker

Chairs

Bathroom supplies

Audio / Visual Conferencing equipment

*Upon request

Tables

Cleaning Supplies

Garbage bags

Hours of Operation & Access:

24-hour access; agreed upon hours of operation as per the signed Agreement.

The Canoe House is accessible via the Lakeside Entrance.

Daki Menan Meeting Room

Maximum Capacity: 8

Rental Fees: full day \$150, ½ day \$75 (4 hours or less)

Damage/Booking Deposit: \$50

Available Equipment and Furnishings:

Staff Kitchen

Coffee Maker

Refrigerator/Freezer

Chairs

Bathroom supplies

Audio / Visual Conferencing equipment

*Upon request

Stove

Dishwasher

Boardroom Table

Cleaning Supplies

Garbage bags

Hours of Operation & Access:

24-hour access; agreed upon hours of operation as per the signed Agreement.

The Daki Menan Meeting Room is accessible via the front entrance and rear entrance.

General Terms and Conditions:

- Renter is responsible for set up and break down.
- Priority will be given for Temagami First Nation celebration of life/funerals, programming, events, and activities.
- Temagami First Nation may, in its sole discretion, impose restrictions on the renter's activity, services provided, products used, consumed, or displayed, items for sale, promotional materials, or any aspect of the rental.
- Renters must be a minimum of 18 years of age.
- Renter must provide proof of event liability insurance.
- Temagami First Nation will not rent space to individuals or groups that are associated or affiliated with any individual, group or organization that believes in, or promotes, racial superiority, hate or discrimination or may hold philosophy or values that are not consistent with that of Temagami First Nation.
- Renters are to ensure pathways and exit routes to doorways remain clear and unobstructed and their attendees are made aware of emergency procedures and fire evacuation routes.
- Temagami First Nation, at its discretion, may assign alternate space to a renter. Fees will be adjusted accordingly if there is a difference in rental fees.

Procedures

How to book:

1. All rentals must be booked through TFN Reception. Please contact 705-237-8943 ext. 101 or by email at tfn@temagamifirstnation.ca for room availability.
2. TFN Reception will provide you with the forms and information regarding the rooms and amenities.
3. Please note tentative bookings cannot be accepted.
4. Deposits will be paid to TFN Reception in the Minowaabandan-gamiing Maawanjihidiwining by cash, cheque or debit and can also be sent by e-transfer to arclerk@temagamifirstnation.ca. *Refer to Damage/Booking Deposit noted.*
5. All users must read, complete, and submit the Facility Rental Agreement.
6. Payment will be paid no later than the day of the event, to TFN Reception in the Minowaabandan-gamiing Maawanjihidiwining by cash, cheque or debit and can also be sent by e-transfer to arclerk@temagamifirstnation.ca.
7. Renter will obtain keys for the facility prior to the event by signing them out from one of the reception desks.

Cancellation Policy:

- Cancellations of rental spaces are to be sent to TFN_Reception@temagamifirstnation.ca
- Bookings must be cancelled at least 48 hrs prior to the booked event for a full refund of rental fees.
- Cancellations received less than 48 hours prior to the scheduled event will not be eligible for a refund.

If you plan to serve alcohol at your event, you must:

1. Request the permission of Chief and Council at a duly called Council meeting.
2. Apply to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit.
3. Include a copy of your Special Occasion Permit, Event liability insurance and Council Motion with your Facility Rental Agreement.

After the event, Renter is responsible for:

1. Cleaning room and any dishes, food containers, cups, glasses, etc.... and wiping down tables, sweeping and cleaning floors and putting tables and chairs away.
2. Taking garbage and recycling to Kitchen garbage closet or garbage dumpster.
3. Person responsible is to return keys to reception and participate in a walkthrough of the room to confirm that it has been thoroughly cleaned and that no items are missing or broken.
4. Department will be charged for any missing, damaged, and/or broken items and/or cleaning if the room is not cleaned or is improperly cleaned.

Non-Compliance

Any individual or group not complying with this procedure, or terms and conditions of the Facility Rental Agreement may:

- Have their rental agreement terminated;
- Be prohibited from renting facilities in the future, or
- Not be permitted on Temagami First Nation Property.

Approved by Temagami First Nation Council on September 10, 2024