



# 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 – Internal

### MGM Council Chambers

**Maximum Capacity: 20**

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

#### Available Equipment and Furnishings:

Staff Kitchen	Stove
Coffee Maker	Dishwasher
Refrigerator/Freezer	Boardroom Table
Chairs	Cleaning Supplies
Bathroom supplies	Garbage bags
Audio / Visual Conferencing equipment	Additional Tables and Chairs *upon request

#### Hours of Operation & Access:

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

The Council Chambers is accessible via the Finance and Administration entrance.

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### MGM Reception Boardroom

**Maximum Capacity: 10**

**Rental Fees:** full day \$100, ½ day \$50 (4 hours or less)

#### Available Equipment and Furnishings:

Staff Kitchen	Stove
Coffee Maker	Dishwasher
Miscellaneous utensils	Refrigerator/Freezer
Boardroom Table	Chairs

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#### ADMINISTRATION DEPARTMENT

705.237.8943 ext.101

tfn@temagamifirstnation.ca | www.temagamifirstnation.ca

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.

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**TFN Public Library**

**Maximum Capacity: 15**

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

**Available Equipment and Furnishings:**

Coffee Maker

Tables

Chairs

Cleaning Supplies

Bathroom supplies

Garbage bags

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.

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**MGM Gathering Hall**

**Maximum Capacity: 256**

**Rental Fees:** Hall Only - Full Day \$200, ½ Day \$100 (4 hours or less)

Hall and Kitchen – Full Day \$250, ½ Day \$125 (4 hours or less)

**Available Equipment and Furnishings:**

**Gathering Hall Amenities:**

Tables

Chairs

Mops/brooms/pans/pails

Coffee Maker

Bathroom supplies

Cleaning Supplies

Audio / Video Conferencing Equipment

Garbage bags

Sound System

**Kitchen Amenities (Additional fee for kitchen):**

Stove  
Dishwasher  
Miscellaneous cook wear

Dinner ware for 256 persons  
Refrigerator/Freezer  
Miscellaneous utensils

**Hours of Operation & Access:**

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

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

**Laura McKenzie Learning Centre Gymnasium**

**Maximum Capacity: 200**

**Rental Fees:**

Gym Only - Full Day \$200, ½ Day \$100 (4 hours or less)  
Gym and Kitchen – Full Day \$250, ½ Day \$125 (4 hours or less)

**Available Equipment and Furnishings:**

**Gym Amenities:**

Chairs  
Bathroom supplies

**Kitchen Amenities:**

Coffee Maker  
Refrigerator/Freezer

Tables  
Cleaning Supplies  
Garbage bags  
Dinnerware  
Stove  
Dishwasher

**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.

**Doreen Potts Health Centre Meeting Room**

**Maximum Capacity: 40**

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

**Available Equipment and Furnishings:**

Kitchen  
Coffee Maker  
Refrigerator/Freezer

Stove  
Dishwasher  
Boardroom Table

Chairs  
Bathroom supplies  
Audio / Visual Conferencing equipment

Cleaning Supplies  
Garbage bags

**Hours of Operation & Access:**

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

The DPHC Meeting room is accessible via the back entrance.

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**Sonny Moore Building**

**Maximum Capacity: 30**

**Rental Fees:** full day \$100, ½ day \$50 (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.

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**North Star Elder's Building**

**Maximum Capacity: 100**

**Rental Fees:** Full Day \$200, ½ Day \$100 (4 hours or less)

**Available Equipment and Furnishings:**

Staff Kitchen  
Coffee Maker  
Refrigerator/Freezer  
Chairs  
Bathroom supplies

Stove  
Dishwasher  
Tables  
Cleaning Supplies  
Garbage bags

Audio / Visual Conferencing equipment  
\*upon request

**Hours of Operation & Access:**

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

The Elders Building is accessible via the Main entrance.

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**The Canoe House**

**Maximum Capacity: 75**

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

**Available Equipment and Furnishings:**

Coffee Maker	Tables
Chairs	Cleaning Supplies
Bathroom supplies	Garbage bags
Audio / Visual Conferencing equipment	
*Upon request	

**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.

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**Daki Menan Meeting Room**

**Maximum Capacity: 8**

**Rental Fees:** full day \$100, ½ day \$50 (4 hours or less)

**Available Equipment and Furnishings:**

Staff Kitchen	Stove
Coffee Maker	Boardroom Table
Refrigerator/Freezer	Cleaning Supplies
Chairs	Garbage bags
Bathroom supplies	Audio / Visual Conferencing equipment
	*upon request

**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.

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### **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.
- 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](mailto:tfn@temagamifirstnation.ca) for room availability.
2. TFN Reception will provide you with the forms and information regarding the rooms and amenities.
3. All users must read, complete, and submit the Facility Rental Agreement.
4. Payment by departments of Temagami First Nation will be in the form of a department transfer from the account listed by you on your agreement.
5. Please note tentative bookings cannot be accepted.
6. No deposit is required for programs, but renter will be charged for cleaning, damages and/or missing and damaged items to the account provided, if required.
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@temagamifirstnation.ca](mailto:tfn@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**