

TLA Boardroom Rental Policy

Getting Ready to Use the Space and What to Expect

Who can rent: Boardroom rental is available only to **members of the TLA**. Rental of the boardroom is a privilege and is at the discretion of the TLA.

Book in Advance: Members are requested to inquire in person in the Court House Library or by email to library@tlaonline.ca. If the boardroom is available on the date(s) you have requested, the space will be reserved for you.

Rental Fees: The rental rate for the boardroom is \$300/day plus HST. A credit card must be provided at the time of rental and payment is required in advance.

Cancellation: Notification of cancellation must be received at least 24 hours before the time and date booked in order to receive a refund.

Technical Provisions: TLA does not provide access to audio visual equipment and does not have staff available to assist with nor monitor set-up.

Hours of Service: 9:00 a.m. – 5:00 p.m., Monday to Friday

Leaving the Premises: In compliance with Security Protocols at 361 University Avenue, all guests of the TLA must vacate the premises by 5:00 p.m. and use the Rotunda Elevator to leave the building. Guests are NOT permitted to travel back to other areas of the building to exit via other doors. If you will be later than 5:00 p.m. you must alert the TLA staff in the library.

When You Arrive

Access & Security: Please arrive in plenty of time to come to the library on the 3rd floor. TLA staff will unlock the boardroom upon arrival of the renting member. Keys are not provided.

Wi-Fi: Wi-Fi passwords to the **TLA-Guest** network can be provided upon request. Please provide the total number of passwords needed to the TLA staff (contact info above).

Washroom facilities: Washrooms are available as follows:

- Universal washroom, inside Robing Room S208: turn right upon exiting the boardroom, next door on the right.

- Men's washroom, inside Robing Room S204: turn left upon exiting the boardroom, 1st door on the right.
- Women's washroom, inside Robing Room S201: turn left upon exiting the boardroom, take the hall back to the lounge lobby and proceed toward the elevator. Room S201 is past the elevator, 1st door on the left. **The code is: 3-6-1-2-***.

Water & Coffee: TLA provides complimentary water and coffee pods in the boardroom. The Keurig coffee machine and coffee supplies are in the Lawyers' Lounge kitchenette.

Food: Occupants of the boardroom are welcome to bring their own food/lunch. TLA does not provide catering.

Lawyers' Lounge: The lounge is a space reserved for lawyers and articling students to work and eat lunch. Clients are not permitted in this space.

Some Friendly Reminders

Contents: Contents of the room are the property of the TLA. Please do not remove anything, including equipment, chairs, easels and power bars.

When your meeting ends: Please ensure the boardroom door is locked and place the garbage cans outside the room for collection.

Emergency procedures: TLA follows the emergency procedures set out by building management, under the Ministry of the Attorney General guidelines.

- In the event of a health or safety emergency, call 9-1-1. Inform the operator that you are in the Court House at 361 University Avenue, in Boardroom **S206** on the 2nd floor of the Rotunda.
- The fire alarm is a one-stage alarm. If you hear the alarm, please vacate the premises immediately by the **fire exit staircase located down the hall, to the right** when you exit the boardroom. Do not shelter-in-place unless there is an announcement to do so.
- The meeting place for TLA staff and guests is the walkway between the Court House and City Hall, adjacent to the Scales of Justice sculpture. Please check-in with the TLA Staff at this location so they know you exited safely.