



Girl Guides of Canada
Guides du Canada

British Columbia Council

T 604 714 6636
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1476 West 8th Avenue
Vancouver, BC
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Dear Booking Agent,

In order to assist you with streamlining and clarifying the process for booking Girl Guides of Canada-Guides du Canada (GGC) facilities for non-Guiding renters, we have prepared the following checklist. Please follow it to ensure the completed *License Agreement Package* is prepared correctly before it is sent to me for review and authorization at the Provincial Office. Also, some information that you need to be aware of when renting to families and other organizations is listed to help you.

- Ensure the booking dates do not interfere with GGC camps and events. Our girls should have the first pick of dates and sites.
- If any youth serving organization requests to rent a site at the facility, they must provide written assurance that all leaders have appropriate police record checks (PRCs) on file (e.g. complete, including pardoned sexual offenders database).
- If a mixed group is going to be renting at the same time that our girls are on site, the leaders of those groups need to be aware so that Guiding parents may be notified. If Guiding leaders/parents are not comfortable with this situation, the facility may not be rented by the external group during this time slot.
- If a family wishes to rent, it should not be at a time when our girls are on any of the sites; the rationale being that the males in the group will not have PRCs.
- Provide Licensee with *License Agreement Package* and request proof of liability coverage ("*Certificate of Insurance*") and request that all documents be returned to you
 - *Certificate of Insurance* must contain the following clauses:
 - ✓ Girl Guides of Canada-Guides du Canada listed as "Additional Insured";
 - ✓ Cross Liability Clause; and
 - ✓ 30 day notice of cancellation (see Section 8 in License Agreement for additional details)
- Once *License Agreement* and *Certificate of Insurance* have been returned to you, please review the documents to ensure all forms are complete and requirements have been met. Please note that Licensees are now required to initial the bottom of each page and sign the last page of the Agreement to acknowledge that they have read and agree to the terms set forth in the Agreement.
- Forward the completed package to the Executive Assistant by email to execassist@bc-girlguides.org, or by fax to 604-714-6644. Packages must be received no fewer than 14 days prior to the scheduled event.
- Once the Agreement has been authorized, the package will be returned directly to you and you can then forward a copy to the Licensee for their records. Areas/Districts are to retain contracts in their files for a minimum of seven (7) years, as per national guidelines.

Sincerely,

Ann Hosein
Authorized Contract Signer

AH:kk
Encl.