



## 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."*