**Hiawatha First Nation**

**Elders Lodge Meeting Room**

**& Guest Suite Rental Policy**

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**1. Purpose**

The Elders Lodge Community Meeting Room and Guest Suite are Community assets intended to support Hiawatha First Nation (HFN) Citizens, Elders, visitors, facilitators, dignitaries, and approved guests. This Agreement establishes rental rates, eligibility requirements, booking procedures, user responsibilities, and conditions of use.

The Elders Lodge Community Meeting Room is available for rent to all HFN Citizens and Staff, subject to availability and compliance with this policy and rental agreement.

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**2. Elders Lodge Community Meeting Room Rentals**

**Eligibility**

The Community Building may be rented by:

• Hiawatha First Nation (HFN) Citizens
• Hiawatha First Nation (HFN) Staff, departments and programs

**Rental Rates**

- Daily Rate: **$200.00 per day**
- Hourly Rate: **$50.00 per hour**

**Permitted Uses**

The Community Building may be used for:

- Meetings/Workshops/Training
- Small family gatherings
- Educational programs
- Cultural activities

The facility shall not be used for unlawful activities or activities that may damage the building or surrounding property.

**Maximum Occupancy**

• The maximum occupancy for the Community Meeting Room is **25 guests**.
• Occupancy limits must not be exceeded at any time.
• The renter is responsible for ensuring all guests comply with occupancy requirements and health and safety standards.

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**3. Guest Suite**

**Eligibility**

The Guest Suite is available only to:

- Off-territory HFN Citizens visiting the community
- Facilitators providing services to HFN
- Dignitaries attending HFN business or events
- Elders working for or providing services to HFN

The Guest Suite is not intended for local accommodation, permanent residency, or long-term housing.

**Rental Rates**

**HFN Citizens**

- $150.00 per night
- Maximum one-week stay: **$800.00**

**Facilitators, Dignitaries, Elders and Other Approved Guests**

- $200.00 per night

**Maximum Occupancy**

• The Guest Suite has a maximum occupancy of **four (4) guests**.
• Occupancy limits must be observed at all times.

**Length of Stay**

- Maximum stay: seven (7) consecutive nights
- Extensions may only be approved by HFN Administration under exceptional circumstances.

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**4. Booking Procedures & Payments**

1. A completed rental request and application must be completed via online booking link which gets submitted to HFN Administration.
2. Rentals are confirmed only upon approval by HFN Administration.
3. Rental fees must be paid in full before use of the facility unless alternate arrangements have been approved.
4. HFN reserves the right to refuse any booking request.

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**5. PARKING REQUIREMENTS**

Parking at the Elders Lodge Meeting Room is limited.

• Guests must park only in the designated parking lot attached to the building.

• When the attached parking lot reaches capacity, overflow parking is permitted on the south side of Paudash Street, outside of the fenced area.

• Vehicles must not block roadways, fire routes, entrances, exits, pedestrian access routes, neighbouring tenants' driveways, or emergency access points.

• The renter is responsible for notifying guests of parking requirements and ensuring compliance.

• Failure to comply with parking requirements may result in cancellation of the booking, forfeiture of deposits, liability for damages, or restrictions on future rentals.

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**6. Renter Responsibilities**

The Renter agrees to:

- Leave the facility in a clean and orderly condition.
- Remove all personal belongings and garbage immediately following use.
- Return all tables and chairs to their original locations.
- Clean kitchen countertops, sinks and appliances after use.
- Report any damage immediately.
- Ensure all guests respect the facility and neighbouring residents.
- Keep the rental area free from debris during and after the event.

HFN reserves the right to apply a **$300 clean-up fee** where excessive cleaning is required.

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**7. Damage and Liability**

The Renter is responsible for all damage caused by:

- The Renter
- Guests
- Any persons attending the rental event or stay

HFN reserves the right to recover repair costs for any damage caused by the renter and/or their guests

HFN is not responsible for:

- Lost, stolen, or damaged personal property
- Injuries resulting from misuse of the facility
- Personal items left on the premises
- The Renter agrees to release, indemnify, and hold harmless Hiawatha First Nation and its employees, representatives, and agents from claims arising from the rental and use of the premises.

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**7. Cultural Use**

Smudging is permitted but must take place outdoors to prevent the risk of fire damage

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**8. Check-In and Check-Out (Guest Suite)**

Unless otherwise arranged:

- Check-In: 3:00 p.m.
- Check-Out: 11:00 a.m.
- Late check-outs may be subject to additional fees.

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**9. Elders Complex Tenant Bookings**

Residents of the Elders Complex may reserve the Guest Suite for visiting family members.

The tenant:

- Must make the reservation
- Must sign this Agreement
- Accepts responsibility for the conduct of their guests
- Is responsible for damages, additional cleaning charges, and unpaid fees associated with the booking

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**10. HFN Rights and Authority**

HFN reserves the right to refuse, cancel, suspend, or terminate bookings where:

- False information has been provided.
- This Agreement has been violated.
- The facility is being used for an unauthorized purpose.
- Outstanding debts are owed to HFN.
- Weather, emergencies, maintenance, or facility conditions require closure.
- Health and safety concerns arise.

HFN may amend rental fees, procedures, and conditions as required.

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**Agreement Acknowledgement**

I certify that I have read and understand the Elders Lodge Meeting Room & Guest Suite Rental Agreement and Policy and agree to comply with all terms and conditions contained herein.

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**Policy Effective Date:** November 1, 2026

**Approved By:** Hiawatha First Nation Council