

**Semiahmoo House Society**  
**Letter of Understanding for Facility Use**



Persons or groups who use, rent, lease any facility owned or managed by Semiahmoo House Society do so under the following conditions:

1. All outside users of a Society facility must carry sufficient and appropriate liability insurance. Such insurance is intended to protect the Society from harm resulting from the actions of the group/users. Keys to the facility will be released once the user provides evidence of adequate insurance.  
**The insurance policy should provide a minimum coverage of \$\_\_\_\_\_.**
2. While on Society premises, the user agrees to maintain the facility “as it was found” and in a manner that ensures the safety of supported individuals and employees.
3. While on Society premises, the user agrees to refrain from using the following unless the Society pre-authorizes the use (in-writing):
  - The Society supplies and equipment; and
  - Use of the reception area and it’s equipment and supplies
  - Use of kitchen area including it’s equipment and supplies
4. The user will not touch, move or in any way alter any medications or medications container while on the premises.
5. **Please note – that smoking inside or outside (Semiahmoo House Society property) of the building is strictly prohibited**

USER GROUP: \_\_\_\_\_

CONTACT/AUTHORIZED AGENT: \_\_\_\_\_  
Print name

PHONE: \_\_\_\_\_

I am authorized by the user group to enter into this agreement and my signature indicates agreement with the terms of this “Letter of Understanding”.

User’s/Lessee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proof of insurance in the amount of \$ \_\_\_\_\_ has been received.

Signature of SHS Official: \_\_\_\_\_ Date: \_\_\_\_\_

The Society has approved the user group’s use of supplies and equipment while on the premises:

- Yes
- No

Details: \_\_\_\_\_