



ELMWOOD

Maunder's McNeil Fitness Centre – Community Rental Information

Effective August 27th, 2025

Please note that the regular rental rate of the Maunder's McNeil Fitness Centre is \$60.00 per hour + GST

Booking Guidelines:

- A Rental Application and Rental Waiver must be completed and submitted via the booking website (<https://elmwoodyxe.wlbookings.com/>).
- Bookings will be approved if all information in the Rental Application and Rental Waiver is complete and satisfactory.
- The McNeil Fitness Centre utilizes a Smart Lock. You will receive an appointment reminder email 2 days prior to your booking that includes the unique 4-digit code you will use to open the door.

Rental Guidelines:

Elmwood believes in supporting respectful workplace. Any mistreatment of staff will not be tolerated. We ask that you treat the Maunder's McNeil Fitness Centre (MFC) with respect.

- Use only the Maunder's McNeil Fitness Centre (MFC) Door Entrance. Ensure communication with all attendees to enter only through the MFC doors.
- There are two motion-activated cameras installed in the MFC, for safety and security purposes. These cameras are operated by Elmwood Residences Inc. and any questions or concerns can be directed to rentals@elmwoodyxe.ca.
- The renter must be present for the entire duration of the rental.
- Parking is available in the MFC parking area or on the street. Do not use the staff parking lot behind the building.
- Refrain from entering Kinsmen Manor and do not enter through the main doors of Kinsmen Manor as this is a residential area.
- Rentals are not permitted after 10 PM and all events must be completed and the rental space restored to original condition by this time.



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- Tables, Chairs and a small Kitchenette are included in your rental at no extra cost. You are required to provide notice if you intend to use them. If you use the tables and chairs - you are required to set them up, clean with soap and water and take them down. If you use the kitchenette – you are required to ensure it is clean at the conclusion of your rental.
- The equipment located in the equipment room is available for use at no additional cost as part of your rental. You do not need to provide advance notice to use this equipment. However, please follow all posted signage to ensure you are only using items designated for renter use. Misuse, mistreatment, or intentional damage of any equipment will result in the suspension of your rental privileges.
- Usage of Elmwood’s Sound and Microphone System is not included. Renters are encouraged to bring their own sound system should it be required.
- Decorations may be used on the walls, on the brown panel below the metal bar. If you use decorations, there must be no trace of them after your rental, this includes no tape on any surfaces and no confetti/glitter/streamers anywhere.
- You are required to empty the garbage before leaving. Please see the FAQ for information on where to dispose of garbage. Failure to take out garbage can result in suspension of rental privileges.
- No smoking, vaping or cannabis use is permitted in the MFC. No smoking, vaping or cannabis use within 10 meters of the doors.
- No alcohol is permitted in the MFC.

Should the above Booking and Rental Guidelines not be adhered to, Elmwood Residences Inc. reserves the right to suspend rental access.

Bouncy Castle Waiver:

If your event includes a bouncy castle, you must attach a copy of the completed waiver provided by your rental company at the end of this form. If the waiver is not yet available, please email it to rentals@elmwoodyxe.ca as soon as possible, and no later than three (3) days prior to your booking.



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Please note: If you indicate that a bouncy castle will be used but fail to submit the required waiver on time, your booking will be canceled.

Payment:

Upon approval of your booking, you will receive an email including a link to pay online via Square. E-Transfer is also accepted and can be sent to accounting@elmwoodyxe.ca. **If the name on the E-Transfer does not match the name you booked with, please put the name you booked with in the notes of the E-Transfer.** Payment is required within 3 days of receiving the payment link. If payment is not received within this time frame, your booking may be canceled.