



Room Rentals:

- **The OCA facilities open at 8:00 am and close at 4:00 pm Monday to Friday.** Please respect our office hours and ensure that **your departure is at the latest 3:50 pm** to allow staff to clean and rearrange the space as necessary.
- During **our summer hours**, the OCA facilities open at 8:00 am and close at 3:00 pm on Fridays. Please respect our office hours and ensure that **your departure is at the latest 2:50 pm** to allow staff to clean and rearrange the space as necessary. If you are unsure if OCA is on summer hours, please contact OCA at education@oca.ca
- Cancellations **one (1) business day or less** before the rental date will incur the full cost of the rental.
- If you require entry into the facility prior to 8:00 am, please contact OCA at education@oca.ca as we cannot guarantee staff will be on-site prior to 8:00 am
- Before your meeting please test your equipment and programs to ensure they are functioning and are updated to most current software
 - We have an IT/AV department that will help you connect to the WIFI and to our projectors if needed; however they are not there to help troubleshoot laptops that are not working or are not compatible with current software
 - **Please do not adjust, move, or disconnect any A/V equipment, including cabling behind the TVs.** Our IT team will assist with all setup and connection needs. Any damage to A/V equipment that requires servicing will be invoiced to your organization
- The OCA is a bottle-less facility and encourages everyone to bring their own reusable water bottle to fill at our water station
- If you would like coffee/tea service provided for your rental, please complete the OCA Coffee/Tea Service Form linked [here](#). Non-completion of the form **at least one (1) business day** before your rental will automatically result in no coffee/tea service provided.
- Due to there being multiple rentals occurring simultaneously, please only use the room you have reserved for your meeting. If extra activity space is required, please notify us ahead of time to plan logistics or possibly rent a larger room
- Please leave the room as you found it and respect the facility, your help in keeping our facility clean is greatly appreciated
- If you require lunch, please see catering notes below



Parking:

- The OCA Facility has parking available for rentals
- For events expecting 60 or more attendees, please contact OCA for overflow parking information or consider encouraging attendees to carpool due to limited parking availability for larger groups
 - Please be advised OCA cannot guarantee the availability of overflow parking
- For events expecting 60 or more attendees, please note:
 - At least 7 parking spots must be reserved for OCA staff
 - 2 parking spots must be allocated for visitors to our facility at the front of our building
 - 8 parking spots located at the back of our facility are designated for tenants

Catering:

- If catering is needed for your group, please order directly through the desired company
- If ordering catering to the OCA for your group, please order the necessary plates, bowls, cups and silverware for the meal
- Catering equipment i.e. any serving utensils, chafing dishes or platters **MUST** be scheduled to be picked up by the catering company the same day as your event
- Please delegate a member of your group to ensure the space has been cleaned up and you have taken any extra food and drinks with you when you leave. The OCA is not responsible for setting out, clearing food or cleaning up after your group
- Please leave the room as you found it and respect the facility, your help in keeping our facility clean is greatly appreciated