



VJLS-JH Facility Rental Policies

Updated: 2025/08/29

Welcome to VJLS-JH!

We hope this policy guide answers all your questions and helps you plan a successful event.

Questions or comments? Please write to the Rentals Team: rentals@vjls-jh.com. Thanks!

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1. Available Rooms¹

Rental Space	Approx. Size (in square feet)	Capacity (seats and tables / seats only)	Features (all spaces have wi-fi)
1. 5F Kansha Room²	660	25 (tables & chairs) 50 (chairs only)	Rental includes two north-facing outdoor patios and kitchenette access, heat pump for heating/cooling, two accessible washrooms on this floor
2. 5F Outdoor Rooftop²	3,500		Facing south and east, offers a view of surrounding rooftops and natural features in the distance.
3. Large Classroom (#416)²	950	40 (tables and chairs) 70 (chairs only)	Projector screen, TV screen, whiteboard, heat pump for heating & cooling, kitchen sink and microwave near washrooms
4. 4F Small Classroom²	400 (average)	10-20 (tables & chairs) 20-30 (chairs only)	Blackboard, TV screen (40" or 46"), heating and cooling, kitchen sink and microwave near washrooms
5. 2F Boardroom	330	12 (tables & chairs)	70" TV screen with video conferencing equipment, whiteboard, heating & cooling
6. 1F Family Room	518	25 (tables & chairs) 35 (chairs only)	Heating & cooling; microwave, sink access by request
7. 1F Japanese Hall	4,030 (floor) 1,000 (stage)	420 (tables & chairs) 530 (chairs only)	Stage with lighting, curtain, and PA system with microphones and Bluetooth connections, tables and chairs, heating & cooling, kitchen sink access by request
8. 1F Commercial Kitchen (no appliance use)	750		Includes microwave, electric kettle
9. 1F Commercial Kitchen (with appliance use)	750		Includes stove, oven, rice cookers

¹ Additional rooms or spaces may be available under certain circumstances, including after-hours projects. Please contact the Rentals Team (rentals@vjls-jh.com) to learn more or arrange a tour.

² Microwaves and sinks are available on 1F, 3F, 4F, and 5F.

2. Rental Rates

Rental Space ³	Regular		Non-profit ⁴	
	Hourly	Daily 8 AM to 10 PM ⁵	Hourly	Daily 8 AM to 10 PM ⁵
1. 5F Kansha Room (with small north patios)	\$88	\$704	\$52	\$416
2. 5F Outdoor Rooftop	\$88	\$704	\$52	\$416
2a. 5F Kansha Room with Outdoor Rooftop	\$136	\$1,088	\$80	\$640
3. Large Classroom (#416)	\$65	\$520	\$45	\$360
4. 4F Small Classroom	\$45	\$360	\$32	\$256
5. 2F Boardroom	\$54	\$432	\$38	\$304
6. 1F Family Room	\$48	\$384	\$30	\$240
7. 1F Japanese Hall	\$105	\$840	\$75	\$600
8. 1F Commercial Kitchen (no appliance use)	\$45	\$360	\$32	\$256
9. 1F Commercial Kitchen (with appliance use)	\$60	\$480	\$45	\$360

³ VJLS-JH does not charge GST.

⁴ Non-profit rates are available to registered societies and charities.

⁵ Rentals outside these hours may be reviewed on a case-by-case basis. Rentals outside regular office hours (Monday to Friday 9 AM to 5 PM) are subject to an "After-Hours Staff Fee", please see page 5. Furthermore, rental periods falling outside the Monday to Friday 8 AM to 10 PM period are calculated on an hourly basis.

3. Hours

- a) The rental duration includes set-up, take-down, and clean-up. The Renter is responsible for estimating the amount of time required for these tasks and including them in the booking.
- b) Available rental hours:
- c) Monday to Friday 8 AM to 10 PM, year-round.
 - a. Some spaces are available on Saturdays and Sundays.
 - b. Regular office hours are Monday to Friday, 9 AM to 5 PM. Rentals outside these hours are subject to an After-Hours Staff Fee (please see page 5).
- d) To request outside of the available rental hours, please contact rentals@vjls-jh.com.

Minimum Rental Duration

- e) If the event starts and ends during regular office hours (Monday to Friday, 9 AM to 5 PM), the minimum rental duration is 2 hours.
- f) If the event starts or ends outside regular office hours (Monday to Friday, 9 AM to 5 PM), the minimum rental duration is 4 hours.

4. Available Equipment

- a) The rental includes access to the following equipment:
 - a. Tables and chairs;
 - b. Projector and projector screen;
 - c. Portable TV (45") and DVD player;
 - d. Sound system (for the Hall rental only);
 - e. Please ask us if you have additional needs.
- b) Equipment must be reserved in advance. Please contact the Rentals Team (rentals@vjls-jh.com) to make arrangements.

5. Renter and VJLS-JH Responsibilities

- a) At least one VJLS-JH supervisory staff member will be present in the building at all times while the Renter and their guests are in the building. This supervisor staff member is responsible for:
 - a. Supervising and monitoring the Renter's use of the building;
 - b. Providing access to spaces and equipment pre-booked by the Renter;
 - c. Offering access to cleaning tools;

- d. Providing support in case of an emergency.
- b) The Renter is responsible for:
 - a. Managing event security;
 - b. Controlling all access to the building;
 - c. Set-up, take-down, and clean-up (returning to original state or better);
 - d. Ensuring nails, screws, tacks, pins, tape or any other substances which mark the floors, walls or ceilings are not used. VJLS-JH supervisory staff may be able to offer suggestions for alternatives.
 - e. Ensuring guests comply with the terms of the rental agreement and these policies.

6. Requirement for Liability Insurance

- a) The Renter must obtain minimum \$2,000,000 comprehensive general liability insurance and must name VJLS-JH as an additional insured.
- b) One copy of an insurance certificate must be received by the VJLS-JH Rentals Team prior to the start of the rental.
- c) Insurance can be obtained through any insurance broker.
- d) Renters without their own insurance can participate in VJLS-JH's facility user/renter insurance program unless the activity is considered "high-risk" (e.g. martial arts or gymnastics) in which case the renter must provide their own insurance. The cost of insurance from VJLS-JH depends on the number of attendees and the type of event. For more information or to enroll, please contact the VJLS-JH Rentals Team (rentals@vjls-jh.com).

7. Additional Fees

After-Hours Staff Fee

- a) The After-Hours Staff Fee applies to rentals **outside regular office hours** (Monday to Friday, 9 AM to 5 PM) at a rate of \$45 per hour.
- b) Between December 24 and January 1, the Staff Fee is \$60 per hour.
- c) During regular office hours, the Staff Fee is typically not applicable. However, if an additional staff member is needed to accommodate the scale and the purpose of an event, a fee of \$30 per hour may be applied to the rental cost for additional support.

Cleaning Fee

- d) At the end of the rental period, the Renter agrees to provide general cleaning and returning all equipment to designated place. Please refer to the on-site handbook for specific guidance and information.
- e) If additional cleaning is required following the Renter's departure, the Renter will be required to pay **\$100 per hour** for the cleaning time.

Music Tariff (Re:Sound and SOCAN)

- f) These fees apply if your event includes:
 - a. live or recorded music;
 - b. background music, DJ sets, or live performances;
 - c. dancing; or
 - d. music played for entertainment.

These fees are mandatory and apply regardless of whether the music is provided by a DJ, band, playlist, or other source.

- g) What are SOCAN and Re:Sound?
 - a. [SOCAN](#) (Society of Composers, Authors and Music Publishers of Canada) collects royalties for songwriters, composers, and music publishers.
 - b. [Re:Sound](#) (Re:Sound Music Licensing Company, formerly known as the Neighbouring Rights Collective of Canada) collects royalties for recording artists, musicians, and record labels when recorded music is played.
- h) This fee is mandated by Canadian copyright law and supports music creators. The fee is based on room capacity and whether people are dancing at the event. VJLS-JH will collect and remit this fee on your behalf as part of your rental agreement.

# of Event Participants	Without Dancing			With Dancing		
	Re:Sound	SOCAN	Total	Re:Sound	SOCAN	Total
1 – 100	\$9.25	\$22.06	\$31.31	\$18.51	\$44.13	\$62.64
101 - 300	\$13.30	\$31.72	\$45.02	\$26.63	\$63.49	\$90.12
301 - 500	\$27.76	\$66.19	\$93.95	\$55.52	\$132.39	\$187.91
Over 500	\$39.33	\$93.78	\$139.77	\$78.66	\$187.55	\$266.21
Live Music only	No Re:Sound fee					
Total	Subtotal + GST (5%)					

8. Estimates and Payments

- a) We will prepare an estimate for your review based on your requirements and the information you provide.

- b) Business or individual renters are required to pay in full at the time of booking to secure the reservation.
- c) Non-profit organizations and frequent renters may request alternate arrangements.
- d) Payment methods:
 - a. E-transfer payments are preferred. We also accept credit cards, cheques, and cash.
 - b. Please make cheques payable to “Vancouver Japanese Language School and Japanese Hall” and write the invoice number written in the memo field.
 - i. We may refuse cheques that are:
 - 1. addressed to “VJLS-JH”
 - 2. missing the invoice number, or
 - 3. missing dates or signatures.
- e) All payments are due within 15 days from the date of the invoice.
- f) For other payment methods or questions about payment, please email the Rentals Team (rentals@vjls-jh.com).

9. Damage Deposit

- a) Securing a rental may require a damage deposit of \$500 as a pre-authorization hold on a credit card.
- b) A pre-authorization is a temporary hold placed on your credit card for a specified amount (e.g. \$500). This is not a charge, and no funds are withdrawn unless damage or policy violations occur.
- c) The hold will be placed on the credit card 3–5 days prior to the event date and will remain valid for 7 days. If no issues are reported, the hold will be released automatically.
- d) **Post-Event Inspection:** Following the event, the premises will be inspected by the Rentals Team. The renter will be informed of any issues within 5 business days. If no issues are found, the hold will be released in full.
- e) **Facility Damage or Policy Violations:** If there is damage to the facility or Renters are found in violation of the policies in this document, VJLS-JH reserves the right to capture part or all of the pre-authorized hold amount. The Renter will be notified before any charges are made. If damages exceed \$500, the Renter will be invoiced for the additional amount.

10. Cancelling or Rescheduling

Cancelling

- a) Please notify us of a cancellation by sending an email to the Rentals Team (rentals@vjls-jh.com); please include the invoice number and event date.
- b) All cancellations are subject to an administrative fee of \$25.00. If the fee was paid by credit card, the fee is five percent (5%) of the total estimated rental cost or \$25.00, whichever is greater.

Cancellation Notice Period	Refund Policy
14 days or more	Refund of all rental fees paid, minus administrative fee.
Between 13 and 7 days	50% refund of rental fees, minus administrative fee.
Less than 7 days	No refund. However, under certain circumstances and with VJLS-JH approval, rental fees may be applied as a one-time credit toward a future rescheduled date within 6 months.

Rescheduling

- a) Please submit rescheduling requests in writing to the Rentals Team (rentals@vjls-jh.com).
- b) Rescheduling is permitted once per booking and is subject to room availability.
- c) Requests to reschedule an event date must be submitted no later than 3 days prior to the scheduled event date.
- d) The new rental date must be within 6 months of the original booking date.

Refunds

- e) Approved refunds will be processed within 7–10 business by cheque or by the credit card that was used for the initial payment.
- f) In the event of unforeseen circumstances beyond our control (e.g. natural disasters, government restrictions, public health emergencies), we reserve the right to cancel or reschedule bookings. In such cases, clients will be offered a full refund or the option to reschedule without penalty.

11. Security Requirements for Open Door Events

- a) An Open Door Event refers to any event hosted by the Renter that is open to the general public, where attendees may enter and exit freely. Due to the nature of Open Door Events, additional security and supervision requirements apply to ensure the safety of all participants and of the facility.

b) The Renter must provide:

- a. **Building Access Security:** At least 1 security staff member or guard must be stationed at the main entrance; additional staff may be needed for any other entry or exit points where public access is possible (for example, if there is parking garage access for some guests, the garage door will require an attendant).

Invite-Only Events: For events that are open to the public but limited to invited guests, at least 1 security staff member or guard must be stationed at the entrance to verify admission.

- b. **Facility Patrol:** At least 1 person (an additional security staff member or guard) must conduct regular rounds of the rented area, including washrooms, hallways, and all access points.
- c. **Post-Event Building Sweep:** After the event, the Renter must conduct a final building sweep in cooperation with a VJLS-JH supervisory member to ensure that no participants remain in the facility.

12. Restrictions on Gas, Propane, and Open Flames

- a) No gas/propane equipment or fixtures may be used inside the facility.
- b) No open flame or fire elements (e.g. candles, torches, butane burners, pyrotechnics) are permitted unless they have advance permission from the Rentals Team to ensure all the necessary safety precautions are taken, permits are in place, and activity will not trigger any sprinklers or alarms.

13. Food and Catering

- a) The Renter may bring their own food or use any catering vendor to provide food and non-alcoholic beverage services.
- b) All food and beverages on site must be handled in accordance with safe food handling procedures.
- c) VJLS-JH reserves the right to take appropriate action should food or beverage be handled in an unsanitary manner and reserves the right to halt any further food preparation or service.

14. Serving Alcohol

- a) To serve alcohol at an event, either to sell or serve freely, the Renter must first receive approval from the VJLS-JH Rentals Team.
- b) On obtaining Rentals Team approval, the Renter must:

- a. Identify someone with a **Serving It Right (SIR)** or **Special Event Server (SES)** certificate; this is a requirement for the event as well as the **Special Event Permit** (see next step).
 - b. Obtain a **Special Event Permit** from the Province of BC and send a copy of this permit to the Rentals Team at least 5 days before the event. The Province of BC recommends applying for this permit at least 4-6 weeks before the event.
 - c. Regarding insurance, unless the Renter has their own coverage for Host Liquor Liability, they must complete and return a **Host Liquor Liability Application** (available from the Rentals Team). This insurance application requires details from the approved Special Event Permit.
- c) On the day of the event, the renter must:
- a. Post one copy of the **Special Event Permit** by the serving area during the event.
 - b. Ensure at least one individual with a valid **SIR** or **SES** certificate is present at all times.
 - c. Follow B.C. liquor laws, the terms and conditions of their Special Event Permit, and any other instructions from the VJLS-JH Rentals Team or supervisory staff.
 - d. Comply with these requirements or risk not being allowed to serve alcohol at the event and/or loss of future rental privileges.

15. Smoking and Vaping

- a) No smoking or vaping of tobacco, cannabis, or other legal substances inside or in front of the facility.
- b) The Tobacco and Vapour Products Control Regulation sets a six-meter (6m/20 feet) zone around all doorways, air intakes, and open windows to any public and workplaces in B.C. Smokers must stay at least 6 meters (20 feet) away from these entries, which include all rooftop HVAC units.

Therefore on the rooftop, smoking is only permitted on the far southeast corner of the patio.

On the ground floor, smoking is permitted outside, on the east side of the building along Jackson Street.

Please provide a safe and responsible way for your smoking guests to dispose of their refuse, including cigarette butts.

16. Zero Tolerance for Illegal Substance Use

- a) Zero tolerance for illegal substance use in the facility's indoor or outdoor spaces. Any individual who engages in the consumption of substances illegally will be asked to leave the facility immediately.
- b) Use, possession, or distribution of the following substances is strictly prohibited:
 - a. Illegal drugs as defined by Canadian federal and provincial law;
 - b. Inhalants or hazardous chemicals not used for their intended purpose.
- c) Intoxicated individuals are prohibited from entering the facility.

17. Limits on Noise and Amplified Sound

- a) In accordance with the City of Vancouver Noise By-Law, amplified music must meet these requirements:

Day Type	Time Period	Maximum Decibels
Weekdays & Saturdays	7:00 AM - 10:00 PM	55 dB
	10:00 PM - 7:00 AM (next day)	45 dB
Sundays & Holidays	10:00 AM - 10:00 PM	55 dB
	10:00 PM - 10:00 AM (next day)	45 dB

- b) Failure to comply with the Noise By-Law will result in immediate termination of the rental agreement without a refund and possible denial of future booking requests.
- c) The Renter may be subject to fines or penalties issued by the City of Vancouver to VJLS-JH under local noise bylaws.

18. Access to the Parking Garage

- a) Street parking is available in the surrounding neighborhood. Please observe all City of Vancouver parking signs and regulations.
- b) Underground parking may, but will not necessarily, be available:
 - a. During office hours on weekdays: 1 or 2 parking spots may be reserved for the Renter.
 - b. After hours, parking may be available on a first-come, first-served basis.
 - c. Please contact the Rentals Team in advance to discuss parking options.
- c) To access the underground parkade: contact the VJLS-JH Rentals Team or supervisory staff for entry instructions.

- d) For safety and security, ensure the garage gate is fully closed after both entering and exiting the underground parkade. If the event allows regular parkade activity, 1 security person must be assigned to be by the garage door to control access to the parkade from the alley.

19. Washroom Access

- a) Washrooms are available throughout the building.
- b) For 1F Japanese Hall renters, the main washrooms are in the basement. Aside from people with accessibility needs, we ask people renting 1F to use the basement washrooms. This request applies particularly during our Toddler Program, Tuesdays to Thursdays from 9:00AM to 12:00PM during the school year.

20. Respecting VJLS-JH Identity

- a) VJLS-JH is a historic non-profit organization dedicated to promoting Japanese language, culture, and community connection. We welcome groups and events that align with our values of respect, inclusion, education, and cultural exchange.
- b) To honour our legacy and community, events and activities that contradict or undermine the values and mission of VJLS-JH shall not be permitted.
- c) The use of the Vancouver Japanese Language School and Japanese Hall (VJLS-JH) name, logo, or branding in any promotional materials (e.g., websites, event pages, press releases, invitations, signage) must be reviewed and approved in advance by the VJLS-JH management team.
- d) Unauthorized use of the VJLS-JH name or logo may result in cancellation of the rental agreement and/or denial of future bookings.

21. Photography

- a) Photos taken at VJLS-JH by the Renter's photographer, if used for promotional or public purposes, should include credit to "Vancouver Japanese Language School and Japanese Hall."
- b) Photography of students or minors, including images of them displayed on walls or bulletin boards, is strictly prohibited. Thank you for respecting our students and families.

We wish you a great event! 😊