

**MEMORANDUM OF UNDERSTANDING BETWEEN:**

**HI-OTTAWA JAIL HOSTEL  
AND  
OTTAWA HOSTEL OUTDOORS CLUB**

30 September 2003

***The HI-Ottawa Jail Hostel agrees to the following:***

- 1) The HI-Ottawa Jail Hostel will promote the OHOC recreational activities to its hostellers and display the OHOC publications / sign-up board at the front reception area at both the HI-Ottawa Jail and the HI-Ottawa Sandy Hill Hostels.
- 2) The HI-Ottawa Jail Hostel will permit OHOC the use of its sports/recreational equipment; including canoes, during organized OHOC activities and / or for members use.
- 3) The HI-Ottawa Jail Hostel will provide equipment and canoe storage areas. One in the "Tunnel" and an additional summer storage area in the bike shed outside at no cost to OHOC. Storage areas must be cleaned twice a year. The OHOC storage areas must meet all fire code and safety regulations. The HI-Ottawa Jail Hostel assumes no responsibility for loss or damage to OHOC or members' personal equipment stored at the Hostel. The OHOC members requesting keys for the OHOC storage area must show their current OHOC membership card (keys for storage areas will be kept at the front desk).
- 4) Based on availability, the HI-Ottawa Jail Hostel will provide parking for the OHOC members whilst participating in organized recreational activities and meetings at the discounted rate of **\$5.00** (subject to change). A parking pass must be obtained from the front desk reception and displayed in the windshield of the vehicle while it is parked in the Hostel lot. Any vehicle without a pass displayed will be ticketed at the owner's expense. Slide shows and / or travel talk presenters will receive a complimentary pass.
- 5) The HI-Ottawa Jail Hostel will provide the level 2 dining room, courtyard, or 8<sup>th</sup> floor right hand side for any travel talks, or slide show presentations, and for the AGM. The HI-Ottawa Jail Hostel will also provide meeting space in the level 2 dining room or on the level 8 right hand side for any OHOC meetings, so long as these meetings do not interfere with on-going Hostel activities or obligations. Dates and times for such meetings must be pre-arranged with and approved by the Hostel Manager.
- 6) The Manager of the HI-Ottawa Jail Hostel will contact the OHOC president directly should any OHOC outings / activities or members appear to hinder the HI-Ottawa Jail Hostel operations in any way.
- 7) HI-OE will include OHOC in the Hostelling International North American Handbook, and allow for an article in our Newsletter, to be designed and presented to our Regional Office, in a timely manner.
- 8) HI-OE agrees to provide OHOC access to HI-Ottawa Jail facilities for 3 years from

the date of this agreement.

**The Ottawa Hostel Outdoor Club agrees to the following:**

- 1) The OHOC will permit Hostelling International Members to participate in its organized recreational activities, at a discount of 10% on all outdoor activities. HI Members must present membership cards to receive this discount.
- 2) Whenever possible, OHOC will provide scheduled slide show and / or travel talk presentations in a designated lounge at the OIH. These presentations will be open and free to all Hostel guests and OHOC members.
- 3) The OHOC will take responsibility for all Hostel equipment it may use during its recreational activities. In the event there is any damage done to Hostel equipment which results in an insurance claim being filed, the OHOC will pay the deductible. In the event of no insurance claim, the OHOC agrees to replace the equipment in a timely manner. In the event of an insurance claim of any type by a third party arising from an OHOC activity, the OHOC will pay the deductible.
- 4) The OHOC agrees to take responsibility for the grounds keeping of the HI-Ottawa Jail Hostel twice a year, once in the Spring and once in the Fall. This includes grounds clean-up, gardening, flower planting, and tree trimming.
- 5) OHOC agrees to pay the OIH \$4.00 for every new OHOC member, who is not a membership cardholder of Hostelling International.

This Memorandum of Understanding is in effect as of **October 6 / 2003**. A review of the outlined conditions may take place in **September, 2004**, prior to the OHOC Annual General Meeting.

Either party may seek to terminate this Memorandum of Understanding over a grievance provided that reasonable attempt has been made to rectify the problem. This grievance must be presented in writing by the delegated representative of the organization to the delegated representative of the offending party. Termination of this Memorandum of Understanding will end the concessions offered by both parties.

Hostel Representative

OHOC Representative

**Megan MacDonald**  
Manager, Ottawa Jail Hostel  
Hostelling International Ontario East

**Ken Zimmerman**  
President  
Ottawa Hostel Outdoor Club

Date \_\_\_\_\_

Date \_\_\_\_\_