

Procedure

City Hall Public Space Use

This procedure falls under C561A City Hall Public Space Use Council policy.

Program Impacted	Civic Services <i>Edmontonians contribute to civic society and are engaged in promoting the quality of the community</i>
Approved By	City Manager
Date of Approval	July 26, 2023
Approval History	n/a
Next Scheduled Review	June 1, 2026

City Hall public space use serves two important roles: it is the legislative centre for Edmonton's Municipal Government and fosters the relationship between Edmonton's government and its community; and it creates a public space for all Edmontonians and visitors that is active and vibrant.

Purpose

- To set out booking principles for City Hall
- To set out public use principles for City Hall
- To set out clear guidelines for monitoring and enforcement of City Hall Public Space

Public Use Principles

- City Hall public spaces include the City Room; City Hall lobby; North Breezeway; Mezzanine, 2nd floor and 3rd floor corridors and seating areas and will be made available for public use during City Hall hours of operation.
- Public use is controlled or limited in Council Chambers; the Heritage Room; River Valley Room; City Hall Classroom; Office/Tenant spaces.
- Public use is defined as spontaneous activities of individuals using designated public spaces as intended, when the public space is not booked.
- Public use activities must not impact daily operations, the experience and safety of other users or employees.

Booking Principles

- Events and bookings must not conflict with the regular, ongoing operation of City Hall. City Hall's primary function is that it is the legislative centre for Edmonton's municipal government.
- Events and bookings, including performances, exhibitions, and activities in City Hall are intended to be family-friendly and conform to a family / general audience standard with respect to language and content.
- Events and bookings must not promote or incite racism, hatred, harassment, discrimination, or violence.
- Events are intended to be free and open to the public.
- Noise levels must be kept to a minimum whenever possible as to not disrupt offices, meetings and day to day business.
- Private events are not encouraged and require approval by the City Manager or their designate. Filming and photography must be booked and licenced by the Civic Events & Festival section so long as public access is maintained at all times during filming/photography sessions.
- Media scrums and media events are permitted in public spaces however not in the River Valley Room or Council Chambers.
- The following events and activities are NOT permitted in City Hall:
 - Political: events, activities, displays for political purposes
 - Worship or Religious Ceremonies: events where the primary purpose is exclusively for worship or other religious ceremony or service, or for the promotion of a religious agenda. Notwithstanding, faith components during events are permitted if they are for the purpose of education, awareness and understanding. No faith tradition or religious group is permitted to proselytize or act in a discriminatory way.
 - Wedding Ceremonies
 - Protests, Rallies and Demonstrations
 - Commercial Activities
- The following events are NOT permitted within City Hall, unless approved as indicated below
 - Fundraising: Events exclusively hosted for fundraising purposes are not permitted, except if approved by the City Manager or their designate. However charitable appeals may be solicited during a planned event if the funds raised are directly related to the event on site.
 - Private Events; Events that require the closure of City Hall to the general public are not permitted, except if approved by the City Manager or their designate
 - Events with consumption of alcohol are not permitted, except if approved by the City Manager

Booking Process

- Applicants must complete the [City Hall - Booking Application](#).

- Exception: The Heritage Room is available for internal booking through Google Calendar on a first-come, first-served basis.
- Exceptions: Chamber and River Valley Room use is only authorized by the Office of the City Clerk and are not available for public use.
- Applicants must carry \$2 million in general liability insurance
- Events of Civic importance such as Remembrance Day, National Indigenous Recognition Days, Anti Racism events and other important recognition events that align with City goals shall be given priority booking.
- All other Applications will be processed on a first-come first-served basis
- A license for use of the space is required (except for internal bookings)
- A minimum of 2 weeks' notice is required for all bookings; requests outside of these timelines will be considered only if resources are available.
- Further details are outlined in Appendix A.

Booking Conditions

- Temporary Displays may be displayed for up to 30 days
- Parking is the responsibility of the group / attendees
- The Grand Piano is available for use by events at no cost
- Overnight storage is not available
- City Hall security staff are not designated to the booking, any additional security requirements will be charged to the event booking.
- Catering is limited to finger-foods that do not require onsite preparation or cooking and must be provided by a licensed food provider.
- Events / caterers must adhere to single use item restrictions and follow established waste sorting practices
- Burning of materials such as candles, smudges, require approval by the City Hall Client Relations staff
- Moving of City equipment, furniture, plants and other assets requires approval by the City Hall Client Relations staff or Event Host
- Display materials, banners, wayfinding, promotional signage must be free standing (not attached to any structure or surface inside City Hall)
- Damage to the facility or assets will be charged back to the applicant
- Charitable appeals may be solicited during a planned event if the funds raised are directly related to the event on site. Events exclusively hosted for fundraising purposes are not permitted
- [Respect for People and Property Guidelines](#) must be adhered to

- If alcohol is permitted by the City Manager at a private event, it must be managed and served by the caterer or managed and served by Proserve trained staff or volunteers. A valid liquor license will be required. Additional security will be required.
- Incremental service costs apply to bookings outside of public hours and will be charged to the event organizer.

Fees, Charges and Waivers

- In general there is not a booking / rental fee for use of public spaces in City Hall, however incremental costs will apply (i.e, chair and table set up, custodial, use of AV, security assigned to the event, etc.).
- Incremental costs must be covered by the applicant or the designated City Department, Branch or Section making application.
- Events of significant importance such as Remembrance Day, National Indigenous Recognition Days, Anti Racism events and other important recognition events that align with City goals shall have their incremental costs covered by the related City department, branch or section.
- External event requests that advance City priorities, may request an incremental cost fee waiver from the related City department, branch or section.
- All other events, hosted outside of City Hall's regular hours of operation shall be invoiced for all incremental costs
- The Grand Piano is available for use by events, at no cost
- The Grand Piano is available for use by individuals, at no cost, for a limited amount of time daily (15 minutes at a time), when appropriate.

Delegated Authority

- The City Hall Client Relations staff shall have the authority to book and charge incremental fees as per the City Hall Use Procedures.
- Incremental cost fee waivers, for events of significant importance or that advance City Priorities, require approval by the Director (or their designate) responsible for the incremental costs, as per the Fees, charges and Waivers section above.
- Requests for exceptions to the City Hall Public space use shall be delegated to the Director of Civic Events & Festivals.
- Unique requests and exceptions to the City Hall Public Space Use Producers may, at the discretion of the Director of Civic Events and Festivals, be escalated, if required, to the following for decision
 - to the Civic Centre Steering Committee
 - to the Branch Manager, Community Recreation and Culture
 - to the Deputy City Manager, Community Services

- to the City Manager

Note: Private events with requests to serve alcohol require escalation to the City Manager for approval through the Deputy City Manager, Community Services.

Appendix A

Permitted Event Booking Requirements by Type of Event			
Type of Event / Activity	Criteria for Use of Public Spaces in City Hall: City Room, Heritage Room, Foyers and Display areas	Fees & Charges	Booking Procedures
Public Events	<p>Events that are free and open to the public and meet the City Hall Use Principles; including but not limited to:</p> <ul style="list-style-type: none"> • Community Special Events • Ceremonies and Award Presentations • Performances and entertainment • Media Conferences and Event Announcements • Meetings, forums, workshops, information exchanges • Kick off events for charitable appeals • City delivered Events; free and open to the public • City Centre Programs, Events & Tours • Community Programs • May include small spontaneous public activities (i.e. tai chi, bridge, chess, etc.) 	<p>During Regular Hours of Operation the following incremental costs may apply;</p> <ul style="list-style-type: none"> • Equipment and City asset set-up and takedown (Tables, chairs, stages, sound equipment, flag poles, podium, etc.) • Technical and / or AV services • Additional custodial (if required) • Other decor, supplies and equipment • Parking <p>Outside Regular Hours of Operation the following incrementals costs may apply;</p> <ul style="list-style-type: none"> • All incremental costs listed during regular hours of operation plus; <ul style="list-style-type: none"> ○ Additional Security staff ○ City Hall Event Host staff ○ Other as may be requested by the event 	<ul style="list-style-type: none"> • Complete City Hall - Booking Application • Must be registered Not for Profit organization • Apply a minimum of 2 weeks prior to event • Carry \$2 million general liability • No rental fee for use of the space • Costs for incremental services are the responsibility of the group or the appropriate City Department
Public Displays	<ul style="list-style-type: none"> • Temporary displays, up to one month, • Permanent displays, implemented and managed through the City's Public Art Procedure, administered by the 	<p>Temporary Displays:</p> <ul style="list-style-type: none"> • No Booking / Rental fee • Incremental costs, if any <p>Permanent Displays:</p>	<p>Booking Procedures</p> <ul style="list-style-type: none"> • Complete City Hall - Booking Application • Apply 30 days prior to event

	Edmonton Arts Council, in partnership with the City of Edmonton.	<ul style="list-style-type: none"> • Installation and retrofits costs, if applicable 	<ul style="list-style-type: none"> • Carry \$2 million general liability • City is not responsible for damage to the display • Group must set up / take down the display
Filming & Photography	<ul style="list-style-type: none"> • Media events • Media scrums • Commercial Films (includes documentaries) • Public use of recording devices are allowed in all areas except where prohibited as per the following: <ul style="list-style-type: none"> ○ Prohibited: Public Washrooms, Changerooms, Dressing rooms, Council Chambers*, River Valley Room* ○ With permission: Staff offices; 311 Information Counter ○ With permission: City of Edmonton staff and volunteers in any public space, site or work area or office, including 311 Information area <p>*When meetings are being conducted</p>	<ul style="list-style-type: none"> • No Booking / Rental fee • Incremental costs, if any 	<p>Booking Procedures</p> <ul style="list-style-type: none"> • Complete City Hall - Booking Application • Apply 30 days prior to event • Carry \$2 million general liability
Commercial Photography	<ul style="list-style-type: none"> • Wedding, grad, family photos 	<ul style="list-style-type: none"> • No Booking / Rental fee 	<p>Booking Procedures</p> <ul style="list-style-type: none"> • Complete City Hall - Booking Application
City Hall Piano	<ul style="list-style-type: none"> • Individuals or groups may use the piano, provided their playing is not disruptive or interferes with other City Hall operations, events, and/or activities. 	<ul style="list-style-type: none"> • No Booking / Rental fee 	<p>Booking Procedure</p> <ul style="list-style-type: none"> • Groups - include with event application • Individuals - once daily, for designated period of time