

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	Revised: January 10, 2025
Next Scheduled Review	June 1, 2026

City Hall public space use serves two important roles: City Hall is the legislative centre for Edmonton's Municipal Government, while the City Room and other public spaces foster neutral space for relationship building between Edmonton's government and community members. City Hall creates a regulated peaceful conflict-free safe public space for all Edmontonians and visitors to our City.

Purpose

- To set out booking principles for public spaces at City Hall
- To set out public use principles for public spaces at City Hall
- To set out clear guidance for monitoring and enforcement of City Hall public space

Principles

Public Use Principles

- City Hall public spaces include the City Room; City Hall lobby; North Breezeway; Mezzanine, and Grand staircase and seating area in front of Council Chambers and will be made available for public use during City Hall hours of operation.
- Public use is controlled or limited in; The City Room corridors and seating area, the Heritage Room; City Hall Classroom; Office/Tenant spaces. This includes security screening measures as directed by the City Manager or their designate.
- 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, or disturb other users of the facility. The safety of all users of the facility is paramount.

- Council Chambers and the River Valley Room are legislative spaces and have designated procedures for access and security. These are not bookable spaces by the public and use is governed by the Office of the City Clerk.

Booking Principles

- City Hall's primary function is that it is the legislative centre for Edmonton's municipal government. Events and bookings must not conflict with the regular, ongoing daily operations of City Hall.
- Events and bookings, including performances, exhibitions, and activities in City Hall, are intended to 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.
- Unless otherwise arranged with the Civic Events & Festival section, noise levels must be kept to a minimum as to not disrupt offices, meetings and day-to-day business.
- Private events are not encouraged and require written 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 legislative rooms, specifically River Valley Room and Council Chambers.

Events NOT permitted in City Hall Public Spaces, unless approved by the City Manager or their designate

- Fundraising: Events exclusively hosted for fundraising purposes are not permitted, except if approved by the City Manager or their designate (e.g. United Way fundraising celebrations as organized by City of Edmonton Administration). 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 the Director of Civic Events and Festivals as their designate (e.g. receptions associated with major attracted events).
- Alcohol: Events with consumption of alcohol are not permitted, except if approved by the City Manager (e.g. closed door receptions where City funds are not used towards the purchase of alcohol). These approved events must be private and cannot be open to the general public for attendance.

- Commercial Activities: such as the farmers market, except if approved by the City Manager or their designate.

Events NOT permitted in City Hall Public Spaces

- Political: announcements, events, activities, displays for political purposes for federal, provincial and/or municipal governments.
- Worship or Religious Ceremonies: events where the primary purpose is exclusively for religious ceremony, worship or service, or for the promotion of a religious practice. Notwithstanding, faith and cultural components (e.g. prayers, blessings, smudging, etc.) 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 way that compromises the inclusivity and welcomeness of City Hall as a public space.
- Wedding Ceremonies.
- Commercial Events / Activities.
- Demonstrations, protests, rallies, marches. While such activities are allowed on the City Hall Plaza, these activities are not consistent with the goal of having a peaceful, physically and psychologically safe public space for all Edmontonians. This prohibition includes bringing signage, flags, props, noise makers, sound amplification and any other symbol or iconography which are intended to bring about conflict, or provoke others, into the building.

At the time of booking, Administration makes all possible efforts to educate event organizers and confirm the appropriate use of the City Hall public spaces. For matters requiring on-site decision making, the final judgment to proceed or conclude the event rests with the Director of Civic Events and Festivals or their designate (Supervisor, Civic Centre Programs and Events).

Activities NOT permitted in City Hall Public Spaces

- Filming in Council Chambers and River Valley Room are permitted during Council and Committee meetings. Filming other activities in these spaces is not permitted (e.g. media availability/ technical briefings)
- Any activity reasonably likely to compromise the safety of staff, members of Council and/or City Hall visitors (e.g. inappropriate attire to meet Occupational Health and Safety requirements, filming or photography of security processes and staff).
- Compromising the integrity of welcoming and inclusive spaces.
- Activities deemed to cause a disruption or disturbance, (e.g. forceful and targeted yelling or swearing).
- Any inappropriate behavior such as continued, unwelcome physical or verbal behavior towards others that offends, humiliates or causes someone to feel uncomfortable, including unwanted advances.

- Alcohol use/possession (unless permitted as a part of a private event).
- Drug use/possession.
- Sleeping.
- Vandalism/destruction of property.
- Shopping carts.
- Possession, display, brandishing or use of weapons (including toys and replicas).
- Use of flags, signs and/or displays outside of pre-authorized events.

Recognizing that the public may require in-the-moment clarification on what constitutes acceptable behaviour in City Hall public spaces, Administration and/or on-site corporate security contractors follow the four Es of enforcement (engage, educate, encourage and enforce).

Booking Process of Public Spaces

- Applicants must complete the [City Hall - Booking Application](#).
 - Exception for internal users: The Heritage Room is available for internal, City of Edmonton business and is booked through the internal Google Calendar on a first-come, first-served basis.
 - Exceptions: Council 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 be registered Not for Profit organizations or internal City of Edmonton departments
- Applicants must carry \$2 million in general liability insurance (not applicable for City of Edmonton departments).
- Events of community significance (e.g. Remembrance Day, National Day of Truth and Reconciliation, etc.) 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 two 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 booked/displayed for up to a maximum of 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, unless preapproved.
- City Hall security staff are not designated to the booking/event. Any additional security requirements will be charged to the applicant.
- 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 or smudges require approval by Civic Events and Festivals. This must be approved prior to the booking/event date.
- Moving of City equipment, furniture, plants and other assets requires approval by the City Hall Client Relations staff or Event Host. This must be approved prior to the booking/event date.
- Display materials, banners, wayfinding or promotional signage must be free standing (i.e. not attached to any structure or surface inside City Hall) and aligned to the commitments for City Hall to be an inclusive and welcoming space for all.
- 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 licensed caterer or managed and served by Proserve trained staff or volunteers. Organizers are required to have a written plan as to how guests consuming alcohol will safely travel to their next destination. A valid liquor license will be required. Additional security will be required and charged to the event applicant.
- Incremental service costs apply to bookings outside of public hours and will be charged to the event applicant.

Fees, Charges and Waivers

- In general, there is no booking / rental fee for use of public spaces in City Hall, however, incremental costs will apply if required (chair and table set up, custodial, use of AV, security assigned to the event, etc.).
- Incremental costs must be covered by the event applicant or the designated City Department, Branch or Section making application.

- Events of community significance (Remembrance Day, National Day of Truth and Reconciliation, etc.) 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 with the costs to be paid from the related City department, branch or section's budget.
- All events hosted and approved to take place outside of City Hall's regular hours of operation will 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.

Responsibilities/Accountabilities

- 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.
- Exceptions to security measures (altered screening processes, etc.), for events, are delegated to the City Hall Security Advisor in discussion with the Supervisor Civic Centre Programs and Events and the Superintendent of City Hall. Decisions may be escalated, if required, to the following for decision:
 - Director of Civic Events & Festivals, Director of Corporate Security and Director Community Standards Peace Officers together.

- If further escalation is required, it shall proceed through the following Community Services process for City Manager approval:
 - to the Deputy City Solicitor and Branch Managers of Community Recreation and Culture, and Community Standards, together.
 - to the Chief People Officer and City Solicitor and Deputy City Manager, Community Services together.
 - to the City Manager.

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 (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 Edmonton Arts Council, in partnership with the City of Edmonton. 	<p>Temporary Displays:</p> <ul style="list-style-type: none"> • No Booking / Rental fee • Incremental costs, if any <p>Permanent Displays:</p> <ul style="list-style-type: none"> • Installation and retrofits costs, if applicable 	<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 • City is not responsible for damage to the display

			<ul style="list-style-type: none"> 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*, security screening areas, any security measures and City employees in public spaces. 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 Filming and Photography to avoid capturing security screening areas where feasible. <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"> 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