

Edmonton Multicultural Non-profit Groups Space Access Resource

A Guide to Help Find Space for
Activities, Events, Programs, and Services



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SECTION A: Background and Introduction

- 1. Background**
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1. Background

Community Services Department developed this resource to help non-profit multicultural groups find the space that they need to do their work in communities. Please contact the Multicultural Liaison or your local Community Builder through 311 if you have questions about space or something new to share that you would like added to this resource.

Edmonton citizens can call 311, 24-hours a day, every day of the year for access to City of Edmonton information, programs, and services. The 311 agents provide information about many things, including:

- General information
- Transit information
- Picnic site and park bookings
- Gymnasium bookings
- Program registration
- Purchasing a pet licence
- Registering a bylaw complaint

Non-English speaking callers may request the assistance of an interpreter. The 311 agents will connect with an external interpretive service to assist with the call. The interpretive service offers assistance in more than 150 languages.

2. Purpose

This resource will help you and your group to find space in Edmonton for your activities, programs, services, or events. You will learn:

- How to determine what kind and how much space you need.
- How to decide which spaces will and will not work for your group.
- How to work with space owners (including how to negotiate rental and lease agreements and/or getting free space).
- What should go into a rental or lease agreement, when and where to get legal advice, the requirements of the Alberta Gaming and Liquor Commission, and why and how to get insurance.
- The different types of spaces available in Edmonton, and where to look for space for your group.

3. Who Should Use This Resource?

This resource is for multicultural groups who want to get together for activities, events, or programs, and need help finding space for:

- cooking classes
- dances
- social gatherings
- concerts or plays
- classes for children and youth
- office space
- meeting space

This resource will help you whether you need a space for one evening, or for a weekly program that will run for months or even years.

4. How to Use This Resource

The resource is divided into six different sections. You can go through the resource from beginning to end, or just read the sections that relate specifically to your situation. There is a chart of definitions in Section A to help you understand terms used throughout this resource.

Section B: What Type Of Space Do You Need?

This section will help your group think about the kind of space that will work for your activity, event, program, or service. City of Edmonton programs (grants, etc.) that can assist with addressing space costs are also referenced in this section.

Section C: Finding Space

This section will help you to understand the steps you need to complete to find space, check out different types of space, and learn about resources that can help you to find space. It will also tell you about places you can look for free space.

Section D: Getting and Using Space

This section tells you how to work with the owners or landlords of space, including how to negotiate and how to make sure you meet owners rules so that you will be able to rent or lease the space again.

Section E: Rental and Lease Agreements, Legal and Insurance Information

This section tells you what to look for in rental and lease agreements before you sign them, and gives suggestions for dealing with problems. It also helps you to think about insurance requirements, such as when you need insurance and how to get it.

Section F: Spaces Available in Edmonton

This section lists the different kinds of spaces available in Edmonton. It is not a complete list of spaces. It is a “starting point” to help you understand the different options available and provides basic information about the spaces.

5. Definitions

Access	Determines when you can use the building and your space. While you might want to use the space 24 hours a day and 7 days a week, it is up to the landlord to decide. You should talk about this when negotiating your rental or lease agreement.
Amenities	Things about or in the space that increase the attractiveness or value to renters. Examples include kitchens, sound systems, patio spaces, and so on.
Amortization	This relates to costs incurred by a landlord that is passed on to tenants in the form of additional rent during the term of the lease. This is very common with tenant improvements. The landlord may offer to amortize the cost of improving the space into the tenant's rental payments. If you ask the landlord to make improvements to the space before you move in, make sure you know how these will be paid for.
Banquet Style	This describes a room arrangement that has round tables with chairs. The tables usually seat between 6-12 people depending on the size.
Classroom Style	This describes a room where there are tables with chairs behind each table, all facing forward, like a classroom.
Common Area	The common area is the space in the building that is allocated to each tenant but is not directly controlled by any one tenant. It is shared by all tenants. Some examples include the lobby, elevator, bathrooms, supply closets, and mechanical rooms.

Common Area Maintenance (CAM)	This is the amount charged to tenants for expenses related to the maintenance of the common areas (hallways, bathrooms, parking lots, landscaping, etc.) It is always good to understand what is included in the CAM before you sign the lease and to make sure these things are included in the lease, along with how they are calculated. It is also good to understand if CAM costs can change over the time of your lease, depending on the changing costs.
Community Builders	City of Edmonton staff members who may be Community Recreation Coordinators or Social Workers; who work in neighbourhoods and communities across the city. Call 311 and ask to speak to the Community Builder in the area of the city where you want to find space, and you will be connected to someone who may be able to assist you.
Conference Style	This describes a room where tables are arranged in a rectangular shape and people sit around the outside of the rectangle, like a large board meeting table.
Damage Deposit (Also Known As Security Deposit)	This is a sum of money given to the owner / landlord, in addition to the rent being paid. You may be required to give the security deposit before your event or lease starts, and you will get it back when you can prove the space is the same as when you rented it. The amount of a security deposit depends on many different things, including the market, the tenant's financial history, and so on.
Fair Market Value (FMV)	Probable price at which a willing buyer will buy from a willing seller when (1) both are unrelated, (2) know the relevant facts, (3) neither is under any compulsion to buy or sell, and (4) all rights and benefit inherent in (or attributable to) the item must have been included in the transfer. FMV is generally the basis for tax assessment and court awards.

Fiscal Agent	A fiscal agent is an organization that receives and monitors grant project funding or tax deductible donations for another organization that would not qualify for these sources of funding on their own.
Full Service Lease	This is common in most buildings with more than one tenant. In this type of lease, all expenses (including utilities and janitorial service) are included in the monthly rent. This is also common for most subleases and shared spaces. However, it is common for the landlord to pass on any annual increases in expenses (as well as annual savings).
Industrial Gross Lease	This is another type of lease where, in addition to the monthly rent, the tenant is responsible for paying for their utilities and janitorial service.
Insurance	Insurance allows you to transfer risk to an insurance company so that you can get full or partial financial compensation for the loss or damage caused by event(s) beyond your control. Types of insurance related to space include general liability, property, special events, and tenants.
Joint Use Agreement	Through the Joint Use Agreement (JUA), The City of Edmonton is a partner with Edmonton Public Schools, Edmonton Catholic Schools, and Edmonton Francophone Schools in planning, building, and maintaining schools and parkland. The JUA provides community organizations with access to school facilities such as gymnasiums, classrooms, and additional space for organized league sports, and for instructional and casual sport and recreation activities.
Landlord (Owner)	See owner.
Lease Agreement	This is a legally binding agreement to rent space for a certain length of time. It is important to know what you are responsible for, before you sign the lease. This includes the length of the lease (e.g. a minimum of one year), the amount of rent that you have to pay now, and any increases that might happen. Types of leases include modified gross, triple net, full service, and industrial gross. These are all defined within this definitions chart.

Liability	Responsibility for the consequences of one's acts or omissions, enforceable by civil remedy (damages) or criminal punishment.
Minimum Charge	The lowest amount that you will have to pay for a space. Sometimes space owners charge for a minimum amount of time (example three hours) and you will have to pay this even if you do not need or use all of the time.
Modified Gross Lease	This is another type of lease, where, in addition to the monthly rent, the tenant is responsible for janitorial service in their space.
Negotiate	A “give and take” communication between two or more parties’ each with its own needs and goals. During the negotiation process, you try to find out the common ground that you share and reach an agreement based on this common ground.
NNN (Triple Net) Lease	This is another type of lease, where, in addition to the monthly rent, the tenant is responsible for paying for their share of property taxes, insurance, common area maintenance, utilities, and janitorial service.
Non-Disturbance	This means that you (the tenant) have the right to occupy a space without risk of losing the space, as long as you are not in default of the lease terms. Being in default means that you have not kept to the terms of the lease, for example, paying your rent.
Non-Profit Leasing Guidelines	City Council approved the Non-Profit Leasing Guidelines in 1999. The purpose of these Guidelines are to formalize a process for providing less than market rent leases of City-owned property to qualified non-profit organizations. The Non-Profit Leasing Guidelines outline eligibility criteria, exclusions, exceptions, etc.
Operating Expenses	Tenants are typically responsible for their percentage share and annual increases of operating expenses. This term will vary based on the type of lease (i.e. fully serviced, triple net, industrial gross. It is important to have the operating expenses clearly defined in your lease agreement.

Owner	The company, organization, or group that owns the building. Also known as the landlord.
Parking Agreement	This describes the amount of parking you can have and how much it costs. Parking agreements are usually separate from the lease agreement, so that they can be changed without changing the lease itself. Be sure to negotiate your parking agreements at the same time as your lease agreement, so that you know for sure what parking will be available to you.
Permits	A permit gives you permission to do certain things in your space. You may require an alcohol permit if you are serving alcohol, a food and beverage permit, a parking permit, and so on. Be sure and check with the owners of the space to understand the permits that you need to get, for each event or activity. Permit requirements change, depending on what you are doing.
Plug And Play	This describes a space that comes with furniture and telecommunications wiring in place. It is very common with subleases and shared spaces.
Premises	This typically defines the location, size, and address of the space you are leasing.
Property Manager	A property manager is a person or firm who operates a real estate property for a fee, when the owner is unable to personally attend to such details. The manager may also be the property owner.
Property Tax Exemption	Non-profit organizations may qualify for a property tax exemption under the Community Organization Property Tax Exemption Regulation, A.R. 281/98 (COPTER) Provincial legislation. To obtain a property tax exemption under the COPTER regulations, non-profit organizations are required to apply annually to the municipality in which the property is located and qualify for each taxation year. <i>(Refer to Page 19 for a web link to the COPTER regulations and additional information)</i>

Reception Style	This describes a room where there are a few tables and chairs at the entrance, but the setup is meant for people to be standing during the event, as there are not enough tables and chairs for everyone.
Reference	An individual that serves as the point of contact for landlords seeking to verify or ask questions about a potential space user.
Relocation Clause	This is any clause in the lease giving the owner / landlord the right to move the tenant during the lease period.
Renewal Option	The right of a tenant to renew (extend the term of) a lease for a stated period of time at a rent to be determined (e.g.: 9.5% of "fair market rent"). It sets the terms for a lease renewal at the end of the lease term.
Rental Agreement	See lease agreement.
Rental Rate	Defines the initial lease rate and any increases (typically annual.) This is also the place to define the type of rent (fully serviced, industrial gross, triple net.)
Right To Terminate	Depending on the length of the lease term, an owner/ landlord may consider an early termination requested by the tenant. However, an early termination usually involves a fee paid by the tenant equal to unamortized costs and some number of months penalty.
Security	Defines any building security (alarms, card key access, and security personnel). Make sure you understand the security provided by the building and the things you are required to do / not do because of the security. For example, you may need to punch in an alarm code when entering the building after hours, and there may be a fine for not doing this.
Security Deposit	See Damage deposit

Signage	This term defines the kind of signage you get (lobby, directory, monument, building, etc) as a tenant and who pays for it. Larger tenants usually have more signage opportunities. You should also check signage restrictions, which can come from the building owner or legislation. There is usually a fee to create signage.
Sublease	Subleasing rights are determined in a lease and is something to consider carefully. These rights establish the rules for renting a tenant's space to a third party (subtenant). This is an important term and one that should be reviewed carefully by a professional (your lawyer or broker.)
Tenant	A person, group, or organization that pays money to use space.
Tenant Improvements (TI)	The interior improvements built within the space (premises). Furniture, fixtures, and equipment (FF&E) are considered separate from TI.
Term	This defines the length of the lease and the approximate date that the lease commences.
Theatre Style	This describes a room where there are just rows of chairs behind each other, like a theatre.
U Shape	This describes a room where tables are arranged in a U shape and people sit around the outside of the U.

SECTION B: What Type of Space Do You Need / Funding For Space

- 1. Getting Started**
- 2. Space Needs Worksheet**
- 3. Other Ways to Identify Your Space Needs**
- 4. City of Edmonton Funding Assistance for Space**

1. Getting Started

Before you can look for space, it is a good idea to write down what you will use the space for, so that you can make a list of your needs. This helps everyone in the group to understand what type of space you are looking for, and makes it easier for you to talk to space owners because you can tell them exactly what you need.

Meet with your group and answer the questions on the space needs worksheets. Write down the answers, and make sure everyone agrees with the answers, so that you are all planning and looking for the same kind of space.

2. Space Needs Worksheet

1. What do you want to do in the space? Describe the event, service you want to provide, activity you want to hold, or program you want to run. Provide as many details as possible about:
 - a. Who will use the space? (how many people, adults, children, family groups)
 - b. What will you do in the space?
 - c. When do you want to hold your activities, events, services, programs? (daily, weekly, one-time, permanently or temporarily, one day a week, once a year, and what time of day or evening)
 - d. Where are the best locations in the city (i.e. addresses) for your group? Think about the people you hope will come to your activity, where they live, and how they will travel to the activity.
 - e. What spaces have you used in the past that worked well?
 - f. If insurance is required by the owner / landlord, are you prepared to purchase insurance?
2. If you can afford to pay for space, how much can you pay? Make sure you think about the length of time you will need the space, and how much you

can pay for the whole time. **Important Note: there is often a minimum charge for space (i.e. three hours), and you will have to pay for the time it will take you to “set up” and “take down” before and after your activity.**

3. If you cannot afford to pay for space, list the reasons why people might be willing to give you space for free.

4. What kinds of space do you need for your activities:

- Kitchen
- Space to be active, like a gym
- Several rooms that you can use at the same time
- Space with tables and chairs, or desks
- Childcare space
- Play space for children
- Outdoor play space
- Storage
- Washrooms
- Office space
 - Reception area
 - Conference / meeting rooms
 - Number of office / desk spaces
 - Kitchen / coffee area
 - Storage that is for your organization specifically
 - Photocopying / equipment area
- Banquet space
- Other outdoor space (i.e. BBQ)
- Parking
 - Yes
 - No
 - How much parking will you need? _____
- Wheelchair access
 - Yes
 - No

- Close to bus or LRT
 - Bus
 - LRT
- Dance floor
 - Yes
 - No
 - For how many _____
- Stage for a performance
 - Yes
 - No
- Alcohol service area
 - Yes
 - No
 - Do you need a wet bar (with a sink and water)
- Seating
 - Yes
 - No
 - For how many _____

Check the definitions chart to see examples of different types of seating styles, and make notes here as to what kind of style you will need.

3. Other Ways To Identify Your Space Needs

If you already have a space where you are putting on an activity or event, and are just looking for a different location, make a list of what you like and do not like about your current space. You can use this when searching for new space.

Name of Current Space	
Like (works well for us)	Don't Like (does not work well)

Think about where you can be flexible. Can you choose another day for your activity if you cannot get space on the day you want? It is a good idea to divide your needs list into “must have or we cannot do the activity” and “nice to have but could run the activity without it” categories. For example:

Needs	Must Have	Nice to Have
Kitchen		
Lots of windows that can open		
Close to public transportation		
Outdoor playground		
Open until 2 am		
Storage		
Use of a photocopier		

Think about what participants in your activities, events, or programs have said about the space, and what changes they might want in your new space.

4. City Of Edmonton Funding Assistance for Space

The City of Edmonton has three programs that can assist an organization in addressing the costs associated with space:

- a. City of Edmonton Emerging Immigrant and Refugee Communities Grant Program
- b. Non-profit lease
- c. Property Tax Exemption

a) The City of Edmonton Emerging Immigrant and Refugee Communities Grant Programs

1. Emerging Immigrant and Refugee Communities Grant Program

The Immigration and Settlement Policy approved by City Council on May 22, 2007 resulted in the creation of a grant program in support of emerging immigrant and refugee communities in Edmonton. The grants represent funding available to organizations that support the following objectives:

- Support and strengthen emerging immigrant and refugee communities in their efforts to provide adaptation and settlement services to members of their own community so that newcomers do not feel isolated.

- Enhance the efforts of the emerging immigrant and refugee communities in becoming part of the multicultural mosaic in Edmonton.
- Encourage emerging immigrant and refugee communities to promote and choose Edmonton as a place to live.

2. Space Rental Subsidy Grant

The Space Rental Subsidy assists emerging immigrant and refugee communities to access rental space. This grant can help offset the costs of renting halls, offices, and other venues for meetings, celebrations and cultural events, and to a limited extent, ongoing office rental costs. Each organization is eligible for a grant of up to \$5,000 per year and as funding is available. Groups can apply for two types of grants:

- One-time or short series of events subsidy
- Ongoing rent subsidy

Funds will be provided upon approval of the application and as funds are available.

A current grant application form can be obtained by contacting the:

Community Grants Office

Phone: 780-496-4933

Email: grants@edmonton.ca

A Sample Grant Application Form Is Attached For Your Reference At The End Of This Section (Page 20)

b) Non-Profit Lease

The City recognizes the contributions of non-profit organizations towards the improvement of the quality of life in Edmonton and acknowledges a need to provide qualified non-profit organizations with leases of City property at less than market rent. On March 16, 1999 Non-Profit Leasing Guidelines were approved by City Council. The purpose of these Guidelines are to formalize a process for providing less than market rent leases of City-owned property to qualified non-profit organizations.

The Non-Profit Leasing Guidelines outline eligibility criteria, exclusions, exceptions, etc. **There is currently a wait list for organizations wishing to access space under these guidelines.**

c) Property Tax Exemption

Non-profit organizations may qualify for a property tax exemption under the Community Organization Property Tax Exemption Regulation, A.R. 281/98 (COPTER) Provincial legislation. To obtain a property tax exemption under the COPTER regulations, non-profit organizations are required to apply annually to the municipality in which the property is located and qualify for each taxation year.

Currently, the regulations indicate that the non-profit organization will need to make an application for exemption to the City of Edmonton by September 30th of the year proceeding the taxation year. To receive a property tax exemption, there are rules, conditions and qualifications that need to be met and are outlined in the COPTER regulations. The COPTER regulation can be accessed at the Government of Alberta, Queen's Printer website at:

http://www.qp.alberta.ca/574.cfm?page=1998_281.cfm&leg_type=Regs&isbncln=9780779735549

You can also call 311 and an agent will direct your call to a City staff person so you can discuss the criteria for applying for a property tax exemption.

This form below is for reference purposes only. Please ensure you obtain a current form from the City website or from the Grants Office.



2010 Emerging Immigrant & Refugee Community Grant Program

SPACE RENTAL SUBSIDY APPLICATION GUIDE AND FORM

Grants may be provided upon approval of the application and as 2010 funds are available.

Purpose of the Space Rental Subsidy

The space rental subsidy is to help with the cost of renting space for **emerging immigrant and refugee groups**. There are two types of subsidy:

- **Short-Term Rent Subsidy** – Up to 70% of the rental costs for a single or short series of sessions
- **Ongoing Rent Subsidy** – Up to 50% to subsidize ongoing rental costs

An organization may receive a maximum of \$5,000 per year including both short-term and ongoing rent subsidies as 2010 funds are available.

Note: Rental costs of space for projects or events may be funded in project and event applications.

Requirements for all Rent Subsidy

- Applicants must be an Edmonton-based immigrant or refugee organization or group serving the immigrant and refugee community living in Edmonton.
- A copy of the rental agreement must be attached to the application.
- Subsidy is for rental costs only.

Short-Term – also required

- Applications must be submitted before the rental date **or** up to 90 days after.
- The Applicant must show financial ability to pay the remaining 30%.
- An application submitted after the rental date must include a receipt.

Ongoing – also required

- First time Applicants must be a registered incorporated not-for-profit organization for **at least one year**.
- A recent bank statement and a plan showing how the remaining 50% will be paid must be attached to the application.

Space Subsidies cannot be used for:

- Direct religious or political purposes.
- Sub-rental of space that already receives a space subsidy under this grant program.
- Insurance, damage deposits, food, cleaning, utilities

Grant Review Process

- The Community Grant Coordinator administers the Space Rental Subsidy Program.
- The Director of Community Investment has final authority for grant recommendations.

Appeal Process for Space Rental Subsidy

- An appeal must be submitted in writing by the Applicant within 14 days from the date on the letter sent with the cheque. The letter of appeal must identify what information the Applicant believes was not taken into consideration during the assessment. New information will not be considered.
- The Manager of the Neighbourhood & Community Development branch of the Community Services department will consider the appeal and make the final decision.

2010 Emerging Immigrant & Refugee Community Grant Program SPACE RENTAL SUBSIDY APPLICATION FORM

No application deadline.

Grants may be provided upon approval of the application and as 2010 funds are available.

A. Contact Information

Name of Organization	
Mailing Address for Organization	
Name of Contact Person	
Title/Position of Contact Person	
Phone Number of Contact Person	
Mailing Address & Postal Code for Contact Person	
Organization Fax Number	
Email Address (optional)	
Website (if available)	

Is the organization registered or incorporated? (Check one for each question)

No or Yes (If yes, then complete information below.)

Incorporation Registration #: _____ Date of Incorporation: _____

Type of Incorporation Provincial or Federal

Incorporation category:

Societies Act Non-Profit Corporation Registered Charity Other: _____

Declaration of Applicant

I agree that the grant provided by the City of Edmonton will cover only the costs as requested in the grant application. On behalf of the Organization, I agree to provide documentation to the City to show that the funds were used appropriately. The application is made on behalf of the organization named above with the full knowledge and approval of the Organization's Board of Directors.

Name (please print)

Name (please print)

Position/Title

Position/Title

Signature

Date

Signature

Date

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

This personal information is being collected under the authority of section 33(c) of the FOIP Act and will be used to administer the Space Rental Subsidy funding. All information gathered by the City of Edmonton is protected by the provisions of the Act. If you have any questions about the collection, use or disclosure of your personal information, please contact the Grants Office at 780-496-4932.

Check one: Ongoing Space Rental

One Time Rental

B. General Information

1. Describe your organization and its purpose.

2. Describe how your group is an emerging immigrant or refugee community?

3. What activities will happen in this space?

4. How will the community benefit from the event or ongoing rental of the space?

5. What is the address of the rental space?

6. What is the cost to rent the space?

Short term \$ _____ for what date _____

Monthly: \$ _____ for lease Dates: _____ to _____

When your lease ends, do you plan on renewing it? Yes No

C. Financial Information

Name of organization's bank account _____

Names and position/titles of persons with signing authority: (please print)

Name: _____ Position/Title: _____

Name: _____ Position/Title: _____

Name: _____ Position/Title: _____

NOTE: The City of Edmonton assumes no responsibility or liability for the rental space. The applicant is responsible for all associated costs, including insurance, utilities, and damage deposits.

Amount of Subsidy Requested: \$

D. Required Attachments

<input type="checkbox"/> One-time space rental Up to 70% of rental costs	<input type="checkbox"/> Ongoing/monthly space rental Up to 50% of rental costs
<p>Required Attachments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Rental Agreement <input type="checkbox"/> A monthly Bank Statement showing ability to pay the remaining 30%. <p>For events that have already happened:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Rental Agreement <input type="checkbox"/> Copy of Receipt of Payment 	<p>Required Attachments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Rental Agreement <input type="checkbox"/> Bylaws of the Organization <input type="checkbox"/> Proof of Annual Filing <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Annual Financial Statement of last completed fiscal year <input type="checkbox"/> A current monthly Bank Statement

If eligible and funds are available, an organization may receive a total space subsidy of \$5,000 per calendar year for ongoing and short-term rentals.

Mail completed applications to:
 City of Edmonton - Community Services
 Grants Office P.O. Box 2359
 14th Floor, CN Tower
 Edmonton, AB T5J 2R7
or
 Place in the Grants Drop Box on the 14th Floor of CN Tower, 10004-104 Avenue.

If you need to discuss your application, please email grants@edmonton.ca
 Or call 780-496-4932 or 780-496-4933 to make an appointment.

SECTION C: Finding Space

- 1. Steps In Getting Space**
- 2. Questions To Ask About Spaces**
- 3. Before You Sign An Agreement Or Contract**
- 4. Free Space**

1. Steps In Getting Space

Once you have a list of what your space needs are, make sure everyone in your group has a copy of the list. Then make a list of all of the potential places you can look for space; you will see ideas in the last section of this resource. Now it is time to start your search. Keep in mind that, depending on the kind of space that you want, it may take a few months to find it. Share your needs list with the following people, because they may have space available or they may know someone with space.

- Members of your group
- Friends and family of group members
- Partners of your group
- Co-workers
- Agencies you use
- Funders
- Religious organizations
- City of Edmonton staff
- Community leagues
- Edmonton Chamber of Voluntary Organizations
- Resource Centre for Voluntary Organizations

Questions to ask:

1. Do you have space available?
2. Do you know anyone who might have a space we can use? If yes, who can I contact to learn more about available space?

Tips and suggestions:

- Before signing a lease, make sure you go and look at the space in person.
- Ask other people in your network if they have used the space and can tell you what it is like.
- Check the website of the space to see if there are pictures. Write down notes and information about the spaces you go and see this may be very helpful when you need to make a decision or need to look for something again in the future.

2. Questions To Ask About Spaces

1. **Location:** will the location meet our groups' needs, including the people who attend our events, activities, programs, or services?
2. **Transportation:** are there enough transportation options so that people can get to this space? How far is the closest bus stop?
3. **What Other Services Are In The Neighbourhood?** Examples include shopping malls, restaurants, and coffee shops
4. **Other Tenants In The Building:** who else is in the building and do you have any concerns about these tenants and your group?
5. **Safety and Security:** What is the neighborhood like late in the evening? Would the users of your space feel comfortable working in the building alone, or walking to their car or public transportation in the evening? Is there a security guard on site? What are their hours? Is there key card access to the building? Is there a property manager on site? Can we use it on the weekends or in the evening? Who do we contact in case of emergency?
6. **Layout/Quality of the Space:** do the layout / floor plan meet your needs? Is the space in good condition? How long has the space been vacant? Does the space have the wiring for telephone, computers, and internet? Is there furniture or equipment that comes with the space?
7. **Image of the Building:** does the building give the right impression to the people who will come to our events, activities, programs, or services?
8. **Expansion:** is there room for you to expand in the future, if this is important to you? Can you decrease the amount of space you use, if you do not need all of it?
9. **Building Ownership and Maintenance:** who owns the building? What do other tenants say about the building and how it is maintained? Who manages the building? Is the building currently for sale? Who is responsible for routine maintenance (light bulbs, dripping taps, toilet plugs)?

10. **Parking:** where is the closest parking options and pricing? How many stalls can you rent or purchase? How many stalls will be included in your lease?
11. **Kitchen / Food Preparation:** Can we prepare food on site? Bring food from home? Do we have a choice of caterers or do we have to use the one in the facility? Are there dishes / cutlery? Is there a dishwasher? Is there a separate kitchen preparation area or do we have to share with another group?
12. **Cost:** what is the complete rental charge or lease cost (\$/square foot)? Check back to the definitions section to understand what should be included in your lease or rental agreement. For what expenses will you be responsible? How much is the damage deposit? What have the utilities expenses been for the last few years? You might want to use the chart on the following page to track your costs.

Cost / Expense Tracking Sheet		
Cost	One-time	On-going
Setup / takedown charge		
Rental		
Damage Deposit		
Security Costs		
Utilities		
Mandatory Insurance (liability)		
Lease cost per square foot		
Common area costs		
Renovation costs		
Permits: <ul style="list-style-type: none"> • Alcohol • Food • Health 		
Catering		

3. Before you sign an agreement or contract

The following points need to be considered so that you can ensure:

- You fully understand what you are signing and that you are the appropriate person to sign on behalf of your organization.
- That all of the terms that you have talked about with the owner are included in your agreement.
- You have copies of all of the documents related to the contract.
- You have compared the space to other options, so that you know you are getting the best space and deal.
- You and the owner of the space have discussed how you want to use it, and that this type of use is okay and covered in the rental agreement terms.
- You will be able to pay the rent for duration of the lease.
- That a termination date and/or process is clearly detailed in the agreement.

4. Free Space

It is possible to find free space in Edmonton but it is not easy. You must network continuously and always be prepared to talk positively about your space needs. Talk to other non-profit organizations and multicultural groups. If your program is similar to the programs the owner already offers, they may be more interested in helping you.

Think about partnerships with other non-profit organizations that are also looking for space. Call the City of Edmonton Booking Unit (through 311) and ask about free classroom space available through local schools. Call your local Community Building site, through 311, and ask about free meeting space. There is space available for “occasional” users, meaning not frequent or regular use.

Show the owners of free space you can offer them something in return for using the space. This might include:

- Invitations to events
- The chance to learn more about another culture
- A partnership or perhaps the opportunity for members of the owner’s agency can take part in your program(s).

Community Recreation Support Program

The City of Edmonton – Community Facility Services provides eligible non-profit agencies with complimentary admissions to City-operated attractions and recreation facilities and considers requests for facility rental discounts. Submit your request two weeks before your event. Due to the high volume of requests received, you can only get support once per calendar year. Go to www.edmonton.ca/donations to get a copy of the Community Support Program Application form.

Types of Requests Supported:

- Non-profit or charitable organizations that contribute to the social well-being of the community.
- Initiatives that contribute to the quality of community life.
- Fundraisers that directly benefit high needs populations including at-risk youth, seniors, low income Edmontonians, minority groups, Aboriginal peoples, or persons with disabilities.

Types of Requests Not Supported:

- Individuals
- Requests for cash donations
- Political organizations
- Staff recognition
- Past events
- Requests for ongoing support
- Events or organizations which are already subsidized by the City of Edmonton

You can also advertise that you need free space in community league newsletters, the Edmonton Federation of Community Leagues newsletter, and other community papers.

In addition to the questions in the previous section, you may also want to ask the following questions specific to free space:

1. Do we have to be a member of your group/organization in order to get the space for free?

2. Is there anything we have to do in exchange for the free space?

3. Are there any insurance or legal requirements we need to know about, even though we are getting the space for free?

4. Will we be sharing the space with another group at the same time?

5. How long will we be allowed to keep the free space?

6. How do we increase that time?

7. Do we need one of your members to sponsor us?

SECTION D: Getting and Using Space

- 1. Approaching Owners**
- 2. What Owners Are Thinking**
- 3. Points of Negotiation**
- 4. Negotiation Checklist**
- 5. Using Space Properly**
- 6. Maintaining A Good Relationship With The Owner**

1. Approaching Owners

It is important to make a good first contact with space owners. Make sure you are prepared. Use the information below to prepare:

- Make a short “fact sheet” about your organization and your space needs to give to the owner. You can use the information from the “Space Needs Worksheet.”
- Write down your questions about the space, based on the work you completed in the previous section “Finding Space.”
- Find out everything you can about the owner of the space. This includes who is already in the building (other tenants), expectations of tenants, which might be available in writing on a website or through a realtor. This information might help you to negotiate. It may help you convince the landlord by finding out what other renters use the space for. Is there any history about the owner or the building that would be helpful to know (e.g. member of the community, generous sponsor of the non-profit sector)?
- Know what you can and cannot accept; refer back to your “Must Have” and “Nice to Have” lists.
- Choose someone in your group who is the best person to negotiate with the owner. It does not have to be the person who found the information about the space.

Steps for approaching an owner include:

- Call the agency, company, group or individual who owns the space.
- Tell the person who answers the phone you are interested in renting space and ask to whom you should talk.
- When you have the right person on the phone, tell them what kind of space you want, using the information you prepared in the “Space Needs Worksheet.” Example: We are looking for space for 12 people to get together one evening a week. We need two rooms, one for the people to meet in and one for the children to play in while a childcare worker watches them. Do you have space like that? If the answer is yes, ask if you can schedule a meeting to go and see the space and meet with the owner.

Make your own checklist of how the space is to be left after you are done. Compare this to the owner's expectations. In order to get your damage deposit back in full you will need to meet the owner's expectations.

Examples of what could be included on your list are:

- Pick up and remove garbage and recyclables (put in dumpsters and recycle containers).
- Return furnishings to their original location (including chairs, tables, trash cans, etc.)
- Clean tables and chairs and store properly
- Clean the kitchen – wipe countertops and sinks, wash dishes, check that the microwave, refrigerator, and stove/oven are empty and cleaned of all food spills
- Floors are clean and janitorial equipment is returned to original location
- Remove decorations
- Turn off electronic equipment
- Remove any personal belongings that have been left by your group
- Lock or close doors
- Turn on alarms if required

2. What Are Owners Thinking?

Just as you have many things to consider when renting space; an owner(s) have their own issues and ideas to consider. Some things make a difference to an owner when negotiating with groups and may include:

1. How much do I have to spend to get them to start paying rent?

The owner is thinking about what he/she needs to do in order to get you into the space. This might include custom tenant improvement, free rent, and commissions paid to brokers involved in the transaction. The more an owner must pay to start getting rental income, the more carefully he/she will consider your group as a potential tenant.

2. Do I think this organization can pay the rent?

What security do I have if this organization does not pay? In most cases, your security deposit is the landlord's easiest collateral access.

3. How long will I have to wait for another tenant to come along?

If the market is doing well and there is a lot of demand for space, your ability to negotiate will be decreased because the owner will have an idea of how long it will take to find a higher paying tenant. If the market is weak, then you will have a lot more room to negotiate and can use this argument as part of the negotiation process.

4. What will they use the space for and how will that affect the building?

An owner will think carefully about how you use the space, your clientele, the type of consumer who comes to visit, and how that will affect the other tenants in the building and the building's value. For example, the owner will want to know about specific cultural activities or rituals, what they are and how you clean up afterwards to make sure the space is ready for someone else to use.

3. Points To Discuss

There are several points to discuss with the owner such as:

- **Move in Date:** If a space has been empty for a long time, the owner is usually more willing to agree. If you cannot meet the owner's rent needs, but are willing to take the space right away, he/she might be more willing to accept less.
- **Monthly Rent:** The common practice is to try to negotiate the asking rent down 5-10%. Prices are set in the leasing market based on what others are paying for rent. Data is currently traded among brokers so they can make sure their clients are receiving the most appropriate rental rate and terms. If you do not have a broker or if your broker is not aware of the most recent deals completed, then a 5-10% discount is a fair goal. Some owners may not want to negotiate.

- **Commissions:** If you are not represented by a tenant broker, you can try to use this as a point to deduct the proposed fee amount from your total rent.
- **Tenant Improvements:** If the space is not ideal for your needs, try to negotiate so the owner is responsible for all reasonable changes to the space. The longer-term lease you are signing, the more willing the owner should be to perform significant improvements. A good practice is if you are looking for short-term space, then gear your search to spaces that need almost no improvements. If the term is below two years, even asking for more new paint and carpet might be asking the owner to do too much.
- **Free Rent:** The amount of free rent depends on the current market conditions, your financial statements, and the term of the lease. With shorter-term leases (less than 2 years) it is tough to negotiate free rent because you are only there for a short period and the owner wants you to paying the whole time. If it's a five-year lease, 3-5 months of free rent would not be unusual. Most justifications for free rent are that free rent is covering the expensive moving costs and other expenses associated with the move (e.g. stationary, wiring the space etc). It doesn't hurt to ask!
- **Term:** Owners may prefer a longer-term lease because a space, on average, sits for 5 months vacant between leases. The less time the space is vacant, the better it is for the owner financially, and so she/he will want a longer-term agreement. What does this mean to you? If you are comfortable signing a 3 to 5 year lease, you can get more assertive on negotiating costs (rent below asking, free rent, more improvements etc). One way to avoid a longer-term commitment is to get termination rights written into your lease. This typically includes a rent penalty (3 to 6 months of rent), plus the payment of unamortized commissions and tenant improvements.
- **Furniture:** Make sure you specify up front whether the furniture is going to be left after your lease expires and if you are responsible for purchasing the furniture. Your best bet is to negotiate free use of the furniture and the right to purchase it at the conclusion of the lease should you want to take it with you to your next location.

- **Security/Damage Deposits:** The amount of a security deposit will depend on how much money an owner will spend to get you to lease the space (e.g. commissions and tenant improvements), and how confident they are in your ability to pay rent (financial statements review). Calculating a security deposit can be based on a range from one to twelve months rent depending on the situation. A good practice is one to three months of rent for a security deposit for a small business who needs only minor improvements to the space.
- **Options:** Renewal Options, Termination Options, and Expansion Options all should be negotiated. These options provide you with the most flexibility and control of your office lease.

4. Signing the Lease

Points to consider:

- Understand what you are signing
- Don't spend more than you can afford, or base your agreement on money you have not yet earned (i.e. ticket sales)
- Follow up on conversations with a summary letter or email so everything is in writing
- Decide ahead of time what you can and cannot accept
- Be as flexible as possible
- Get legal advice to ensure you are aware of your commitments and responsibilities
- Understand that the owners may have a different communication style than your own
- Have references with you. References should include the person's name, contact information, how long you've known them, whether or not you've rented or used space from the reference, what kind of a tenant you were, and so on
- Talk to several owners so you can compare what is being offered
- Recognize that the owner may not be able to help you
- Let owners know about specific customs or rituals ahead of time.

5. Using Space Properly

Once you find a space, you want to keep it. When you use the space properly, you show the owner that your group is responsible and can be

trusted. The list of “Do’s and Don’ts” below may be helpful in understanding your responsibilities in using space and cleaning up after.

DO	DON'T
Understand what you can do in the space, and follow your usage agreement. Ask questions if you don't understand the requirements.	Do activities without permits, if the owner or the law indicates that you need a permit. Examples include alcohol and fireworks.
Obey rules and bylaws, including sound, use and time restrictions, as well as community standards.	Try to use the space earlier than you are supposed to or to stay later than you are allowed.
Follow safety expectations by putting necessary emergency procedures and contacts in place.	Open too many doors or break access restrictions that the owner has set.
Get the name and number of someone to call if there is a problem.	
Follow electrical and power requirements.	Use propane in indoor spaces.
Understand what you are required to do when you are done using the space, including clean up expectations. Use the right cleaners with odour removers if necessary.	Allow more people into the space than capacity allows for.
Find out if there are any fees or charges if you do something that causes damage or you do not follow the rules.	Ignore damage to the space or hope the owner doesn't find out about it.
Understand how to report concerns after you have finished using the space.	
Make a checklist for people to use when cleaning up and leaving (e.g. take out garbage, lock doors and windows, set the alarm). Ask a specific person(s) to inspect, lock up, set alarms, etc.	Ask someone who does not know the rules to clean up or lock up.

6. Maintaining a Good Relationship with the Owner

When you first start using a space, the owner does not know you. Over time, you can build a relationship that lets the owner know your group is using the space responsibly. The following “Do’s and Don’ts” may be helpful:

DO	DON'T
Appoint someone to be the main contact with the owner, and establish a working relationship	Assume you can use the space for something if you are not sure
Know who you should be talking to at the owner’s company	Allow every member of your group to contact the owner
Put all your requests and concerns in writing for the owner	
Let the owner see how your organization helps the owner’s group or company	
Use the space responsibly so the owner trusts you	
Ask about expectations and restrictions if you are not sure what is and is not allowed	
Keep a book in which members of your group can write down concerns about the space so you can keep the owner updated	
Invite the owner to visit and participate in activities	

SECTION E: Rental and Lease Agreements, Legal and Insurance Information

- 1. Rental / Lease Agreements**
- 2. Legal Advice**
- 3. Alberta Gaming and Liquor Commission (AGLC)**
- 4. ProServe Liquor Training**
- 5. Insurance**
- 6. Permits**
 - Parkland**
 - Alcohol**
 - Food**
 - City of Edmonton**
 - Fireworks**
 - Fire Pits**
 - Business**
- 7. Taking Stock: The Risk Management Process**
- 8. General Do's and Don'ts**

1. Rental / Lease Agreements

When you use space belonging to another person or organization, you will either rent or lease that space from the owner. A written rental or lease agreement protects both the owner and you, and clearly sets out the responsibilities and commitments that you are making to each other.

Rental and lease agreements are legal documents. For the rest of this section we will use the term “lease agreement” only, but the information applies to both rental and lease agreements. Generally rental agreements are “one-time” and shorter term, while leasing agreements are longer term. A lease agreement gives the right to use and/or occupy property given by a lessor, (landlord, owner, and corporation) to another person, group or organization (usually called the lessee or tenant) for a specific or indefinite period of time.

You, the lessee can use the property in return for paying the landlord a rental payment. Rental payments can either be “fixed,” that is the same payment throughout the time of the lease; or variable, that is the payment might change depending on costs that the landlord has to pay to maintain or operate the building. The amount of rent, address of the property and any other terms agreed upon are compiled and entered into a document called the "Lease Agreement." There is no standard lease agreement that all landlords use. Make sure your lease agreement includes at least all of the following information:

- The length of time of the lease (the term), and when the lease starts (the commencement date).
- The amount of rent you have to pay, whether or not the rent will go up over the term of the lease, when payments are due and how payments should be made. This section should also talk about payment of taxes, and late fees if you are ever late with the rent.
- How you can use the property, and what you cannot do (the restrictions).
- Security deposit information: the amount of the deposit and how you get it back.

- Improvements: the process to make improvements to the space, how to get permission for improvements, and who will pay for improvements.
- Utilities: what you will pay for and what the owner will pay for.
- Obligations for repairs: know who will pay for what expenses in case repairs are needed.
- Tenant’s covenants and indemnity: the specific legal requirements that you agree to under the lease, including allowing the landlord to inspect the premises and that you will get the proper licences required to operate your programs and services.
- Signage: how much, what size, who pays for it, and where it can be located.
- Insurance: what you are required to have by the landlord and what the landlord’s insurance does not cover.
- Landlord’s remedies: what the lessor (landlord) can do if you don’t meet the conditions of the lease.
- Extension: if and how the lease can be extended past the original term.
- Termination of lease: when and how the tenant and landlord can terminate the agreement. How much notice is required, what penalties will result from termination.
- Renegotiation of the lease during the lease, is there an option to renew?

2. Legal Advice

It is a good idea to get legal advice before signing any type of agreement for which you will be held responsible or liable. However, sometimes groups cannot afford paid legal advice, and it is difficult for lawyers to give “free” or “volunteer” legal advice due to professional liability issues. Here are some options for you to consider:

- Ask a lawyer for an informal opinion or review of the lease agreements, rather than their professional opinion. This might be an option if you have a lawyer in your group or network.

- The longer and more complicated the agreement, the higher the need to consult a lawyer.
- The more money involved (cost of lease) the higher the need to consult a lawyer.
- If it is the first time your group is signing a long-term lease with an owner, you might want to consult a lawyer.

You can also access the Legal Resource Centre of Alberta at www.legalresourcecentre.ca. They have different kinds of legal resources including the following:

- **ACJNet (www.acjnet.org):** the Access to Justice Network, the national portal for law and justice resources and services, is an electronic list that brings together law-related services and information and educational resources on justice and legal issues of interest to Canadians. It uses new technologies to create and distribute products and services and to facilitate broad base consultations. ACJNet is the only nationwide service dedicated to making law and justice resources available to all Canadians in either official language.
- **A-Link:** is an online directory of organizations and agencies in Alberta that offer legal information services to the public. It is currently accessible through the home page of ACJNetAlberta and the Alberta Justice website.
- **Canadian Legal FAQs (www.law-faqs.org):** an online encyclopedia of over 1,000 answers to frequently asked questions on 25 legal topics, including abuse, copyright, family law, real estate, residential tenancies, and wills and estates. This site is currently being redesigned to improve the search, navigation, and access to information, and to provide links to related topics.
- **Reference & Referral:** staff from ACJNet or other core Legal Resource Centre (LRC) services respond to email and telephone queries from site visitors. The questioner is given the specific link to the information on the web, or is referred to other services in the province or country that may be able to help them.

Alberta Human Rights and Citizenship Commission also provide assistance with residential and commercial tenancy human rights. Go to www.albertahumanrights.ab.ca and click on “human rights in other areas” tab, and then on “residential and commercial tenancy” tab to find out more.

3. Alberta Gaming and Liquor Commission

The Alberta Gaming and Liquor Commission (AGLC) provide licences to people, groups and organizations who want to serve liquor (alcohol) at their events. Here is a summary of their guidelines:

- Food service is required at all licenced events, and non-alcoholic beverages must be available.
- The licence must be posted in a place close to the bar where it can be easily seen.
- The licensee (the group hosting the event) is responsible for the behaviour of everyone at the event, and has to make sure that no one attending the event is served to the point of intoxication (getting drunk).
- Responsible supervision must be provided: you must have one supervisor who does not drink alcohol before or at the event, for every 50 guests. You also have to have one supervisor for each entrance and exit to the space. Supervisors cannot work as bartenders during the event.
- You cannot serve alcohol to anyone under the age of 18. Also, people under 18 cannot handle alcohol to help with the event. And, if you see someone under 18 consuming alcohol, even if you did not serve it to them, you must make them stop drinking.
- You have to serve the alcohol in plastic glasses, not in the bottles or containers that you buy it in.

The AGLC has a liquor licence handbook, which you can get at this website: http://aglc.ca/pdf/handbooks/liquor_licensee_handbook.pdf. You should read the whole book, and make sure you understand the rules and regulations. These sections are important for groups holding events:

- **Section 4 – Classes** (types of licences): read this section to find out what type of liquor licence you need for your event.

- **Section 5 – Special Event licences:** this section provides information specific to special event licences.
- **Section 8 – Customer Service:** this section has information about how to serve alcohol, who you can and cannot serve, and general instructions to make sure that you are following the rules of the liquor licence.
- **Section 9 – Premises Management:** this section provides guidelines about how to manage or supervise your space when alcohol is served.
- **Section 10 – Liquor Purchases and Returns:** this section tells you the process for getting liquor for your event, keeping track of receipts and making returns of liquor that you did not use.
- **Section 11 – Inspections:** this section tells you about the inspection requirements that go along with getting a liquor permit.
- **Section 14 – Forms:** this section includes all of the forms that you might need to get a permit and make sure you follow the Alberta Gaming and Liquor Commission rules.

4. ProServe Liquor Training

This was created by the AGLC to promote responsible liquor service in Alberta. You can get more information at <http://proserve.aglc.ca>. Here is a summary of the information:

- In 2004, the AGLC launched ASIP (Alberta Server Intervention Program), an industry-led training program for all staff who sell and serve liquor. ASIP was developed from a number of separate programs in order to provide standardized training across the province.
- ASIP is now known as ProServe. As of January 1, 2010, all people serving or selling liquor under any of the licence classes in the AGLC handbook must have the ProServe training.
- Training helps to reduce the problems caused by underage drinking, over-consumption, impaired driving, and liquor-related violence.

- Training may also be an insurance requirement or something that the insurance company can use to reduce your insurance premium.
- Training topics include legal responsibilities and liabilities of licencees and servers, identifying intoxication, responsible service strategies, handling situations involving minors, and discontinuing or refusing service or sale of alcohol.
- The training is valid for five years and can be delivered online, through self-directed study or in a classroom seminar.
- Anyone serving liquor under the authority of private special event licence, Class C licence or Community Public Resale Special Event licence does not need ProServe. The Class C licence is issued to places such as clubs, legions, canteens, traveler's lounges, schools, hospitals, and seniors' residences. Class C licencees do NOT require ProServe for staff or volunteers.
- However, any venue that sells or serves liquor, even if it is a private club, is exposed to the same legal liability issues as commercial venues.
- Individuals who work or volunteer in a Class C licenced premises are strongly encouraged to complete ProServe Liquor Staff Training.
- ProServe is available at NO COST for all Class C or Public Resale Special Event licencees.
- To register or for more information, contact ProServe office at 1-877-436-6336.

5. Insurance

You can expect to be required by owners of space to get at least \$1 million of liability insurance for your event or activity, and sometimes more. Check with the owner to find out what their specific requirements are. The information in this section comes from the Insurance Toolkit for the Voluntary Sector: A Resource for Nonprofits and Charities developed by Volunteer Alberta. The toolkit is available at www.volunteeralberta.ab.ca/about/community_guard.asp

Here are some of the sections from the toolkit that are most important to groups / organizations who are renting or leasing space.

Why Do We Need Insurance Coverage?

- Liability insurance protects you and the owner in the event that someone is injured while you are using the space.
- You can buy liability insurance from insurance companies.
- Buying insurance allows your organization to transfer some of its risk to a third party.
- Although organizations in Alberta are not legally required to have any insurance except automobile coverage (if your organization owns vehicles), assessing your risks and liabilities will help you determine how insurance can be used to protect against different types of losses.
- As well, in certain situations, insurance may be mandatory, for example, to meet the basic requirements of your office lease, to rent a facility for an event, or meet the insurance requirements of a funder.

The following are tips for informal community organizations that are not incorporated as a registered society:

- Insurance is a legal contract and has to be in the name of a legal entity such as a non-profit corporation or society.
- Informal community-based organizations that have no legal status cannot get insurance in the organization's name, and should consult a lawyer for advice about their options.
- Whether your organization is incorporated or not, when you undertake certain activities such as hosting events, you are exposing the organization to certain risks. For example: someone trips on the dance floor and is seriously injured. For more information about risk, management and types of risks go to www.volunteeralberta.ab.ca and read the Directors and Officers (D&O) Liability Handbook and online learning tool.

Depending on your organization's activities, your insurance options may include:

- When partnering with an organization that is incorporated and has insurance, or using their facility, they may be able to add your community organization to their insurance policy. However, the insured organization needs to consider the additional liabilities they are taking on.
- You may be able to get an insurance policy that names all the individuals in your community organization. However, these individuals would be personally taking on the liability for the organization and should discuss the implications with their broker or agent.

Liquor Liability

- When you serve alcohol at an event or function, your organization is exposed to a number of liquor-related liabilities including:
 - Liability as a server – serving people past the point of intoxication.
 - Liability as an occupier – whether you own the event venue, or are renting, you have a responsibility to protect people on the premises from harm.
- Liability as an employer – when employees are consuming alcohol at events such as staff parties.
- Buying a liquor liability policy for an event or function can help protect your organization, however, you should also consider implementing policies and procedures that can address the risks connected to serving alcohol. For example, internal policies and procedures may limit the amount of alcohol served to guests, not allow bartenders to serve intoxicated guests, and encourage guests to use a taxi service.
- Visit the Insurance Bureau of Canada online at www.ibc.ca for detailed information about how you can reduce your liquor liability.

Special Events Liability

- Non-profits and charities often host special events to meet fundraising targets, raise awareness about their issue, or as part of their programs.

- Depending on the type of special event you are hosting and the risks connected to the activities, there are a variety of insurance products available including event cancellation, accident insurance, event liability, and liquor liability, among other types.
- During the event planning stages, use the risk management process from the Insurance Toolkit for the Voluntary Sector, which is included at the end of this section, to assess the event's risks and liabilities. Then, talk to your broker or agent to determine if you need to add endorsements to your existing policies, or purchase additional event-specific insurance.
- For a detailed event liability checklist, visit the Insurance Bureau of Canada online at www.ibc.ca.

Tenant's Legal Liability: Coverage When You Lease Property

- Property insurance is valuable for all organizations, whether you rent or own property. In addition to buildings and other structures, property insurance also covers the physical assets your organization owns such as furniture, equipment, etc.
- If you own your office or other property, property insurance protects against losses to buildings or other property, and the contents of buildings, such as your organization's furniture, computer equipment, and other assets.
- If you lease your office or property, property insurance will provide coverage for the items your organization owns, for example, computers, furniture, and other items. When leasing, review your lease to see if it specifies what property insurance is required. As an added precaution, you can also ask your insurance broker or agent to review your lease.
- Under most leases, the legal liability for damage to the leased property falls on the tenant. Tenant's legal liability coverage can protect against this type of loss. Tenant's legal liability coverage may be included in your general liability policy, but often you have to request a separate endorsement. Work with your broker or agent to choose the right amount of coverage.

- Read your lease carefully; it may broaden what you are already liable for under common law. Some leases have very broad “hold harmless” clauses that try to transfer responsibility for everything over to the tenant and insurance may not cover it all.

What is a Certificate of Insurance?

- A certificate of insurance is issued by your agent or broker at your request to prove that your organization has particular types of insurance coverage. Organizations may need to provide a certificate of insurance when they host an event in a private or public facility, to be eligible for certain types of funding, or when signing a contract.
- Certificates may look different, but usually include the following:
 - The insured organization’s name;
 - Brief description of the insured organization’s operations;
 - Name of the insurance company;
 - Summary of the insurance coverage including the types of insurance and the limits of liability for each
 - Type (dollar amount);
 - Policy number;
 - Policy period (effective/expiration dates).

The Co-operators, a national insurance company, developed **Community Guard**, an innovative pilot program specifically for Alberta's Non-profit/Voluntary Sector to ensure your organization's good work continues with the confidence that your organization is protected. This Risk Management product is unique in its ability to offer the sector a stable premium in a comprehensive yet affordable and accessible policy. *Community Guard* provides third party liability financial protection against lawsuits, custom liability coverage, which includes Directors’ and Officers’ Liability, and property crime coverage. Go to www.volunteeralberta.ab.ca for more information.

Volunteer Canada has partnered with AON Reed Stenhouse to bring low-rate Directors’ and Officers’ Liability Insurance to the sector and raise awareness for the legal risks and responsibilities associated with volunteering as a board member. Volunteer Canada and Aon Reed Stenhouse have also collaborated to offer Commercial General Liability and Office Contents Insurance Policy for as little as \$625.00 per year. Go to www.volunteer.ca and click on membership benefits to find out more.

The Edmonton Chamber of Voluntary Organizations, ECVO, has a number of resources related to insurance at www.ecvo.ca. Click on “services”, then “research and resources” and then “risk management.”

You may also want to contact your insurance company, or another non-profit organization, or one of the immigrant serving agencies for a referral.

6. Permits

Parkland Permits

Parkland Permits for a neighbourhood park are available from your Community Recreation Coordinator, through 311, at no cost. Alcohol consumption is not allowed. You cannot sell food, drink, alcohol or merchandise on parkland. Vehicles are not permitted on a park site. You must clean the site at the end of your function. Liability insurance is required for parties on City parkland. If your event is a sponsored Community League event, their insurance may cover you. If not, you may wish to check with your home insurance.

Alcohol Permits

See the Alberta Gaming and Liquor Commission (AGLC) topic in this section for information on alcohol permits. If you are serving alcohol on a City of Edmonton site, you must have a letter of permission from the Branch Manager responsible for the site, and take this letter to AGLC when you get your permit.

Food Permits

You must contact Capital Health at 780 735 1400 if you are going to have food at your event. The Public Health Act, Food Regulation and the Public Health Act, Nuisance and General Sanitation Regulation govern the operation of all temporary food and drink facilities at all times. Capital Health, Environmental Health Services, recognizes two types of temporary concessions:

- "Type 'A' Temporary Food Facility" is one which is in operation for more than 2 days but less than 15 days. All sections of the standard apply (i.e. Klondike Days, Heritage Days, and Medieval Days).
- "Type 'B' Temporary Food Facility" is one which is in operation for 2 days or less. All sections of the standard, except Sections A (e) (i), (ii), and (iii). However, there must be a clean-up sink or basin with an adequate supply of cold water (e.g. covered container with spigot) and a means of heating water (e.g. coffee urn) available at these

concessions (e.g. Charitable BBQ venues, promotional BBQ's, small community events).

To get a copy of the food permit application, go to www.capitalhealth.ca and click on Your Health, under the “browse alphabetically” listing, click on “F”, and then click on Food Safety. Here you will find a PDF document with the Application for Food Handling Permit.

City of Edmonton

You may also need a street vending permit from the City of Edmonton. To find out more information, and determine whether or not your group needs a permit, go to www.edmonton.ca. Click on the “Bylaws and Licences” tab, then click on “Licences and Permits” and then “Business and Commercial.” Then click on “Business Licensing” and then “Street Vending.”

Fireworks

According to the Alberta Fire Code, no one can set off fireworks where it "creates a danger or constitutes a nuisance to any person or property."

Unless you get written permission, you also can't discharge fireworks:

- Within 10 metres of any building, tent, trailer, canvas shelter or motor vehicle;
- Within 200 metres of explosives, flammables or combustibles;
- On a highway, road allowance, public beach or park;
- In a building, unless the fireworks are designed specifically for that purpose;
- Within 250 metres of a correctional institution, mental health facility, hospital, social care facility, educational institution or church.

Fireworks also can't be set off when wind velocity exceeds 45 km/hour. Anyone discharging fireworks must also have a fire extinguisher with a minimum rating of 2A. To get a permit, go to any City of Edmonton Fire Hall. For locations and more information, see:

http://www.edmonton.ca/for_residents/emergency_services/emergency-service-fees-and-permits.aspx

Fire Pits

A person causing an uncontrolled fire by ignoring the bylaw regulations is liable for cost recovery for firefighting. According to the Community Standards Bylaw, backyard fire pits must:

- Be located at least 3 metres (10 feet) from buildings and property lines.

- Be less than 0.6 metres (2 feet) high and 1 metre (3 feet) wide
- Cover openings with a spark arrestor mesh.
- Be assembled of brick or concrete no higher than 60 cm and no wider than 1 metre across
- Be fully enclosed on the sides.
- Have a mesh screen on top with openings smaller than 1.25 centimetres (1/2 inch) to stop sparks.

To get a permit, call Edmonton Fire Rescue (780-496-3850) if your fire pit/place design varies from City specs. Construct outdoor fire pits/places to City specifications, and keep clear of property lines and combustible materials. For permit information see:

http://www.edmonton.ca/for_residents/emergency_services/emergency-service-fees-and-permits.aspx

Business

The City of Edmonton Business Licence Bylaw 13138 requires all businesses operating in the City of Edmonton to have a business licence. To find out more information, and determine whether or not your group needs a licence, go to www.edmonton.ca. Click on the “Bylaws and Licences” tab, then click on “Licences and Permits” and then “Business and Commercial.”

7. Taking Stock: The Risk Management Process

The Insurance Bureau of Canada outlines the following risk management process:

- **Identify what can go wrong.** Look at every part of your operations and identify where you are exposed to potential losses. Ask yourself: “What can go wrong?”
- **Evaluate the risks.** Now that you have a list of what *could happen*, ask the following questions:
 - Which risks are the most likely to happen and lead to a claim?
 - Which risks could have the greatest impact on the organization?
- **Examine the possible solutions.** Create a list of how you can help reduce or eliminate the risks you face. Your options may include the following:
 - Avoiding the high-risk activity altogether.

- Using policies, procedures, or other tools to prevent the loss in the first place.
 - Accepting the risk and its consequences for your organization.
 - Finding ways you can reduce the impact on your organization if the loss happens.
 - Transferring the risk to another party, for example, through insurance, or by contracting another organization to undertake the task.
- **Decide which option is the best fit for your organization.**
Look at the list of solutions and determine what the best approach is; consider both cost and your organization's ability to follow through with the implementation.
 - **Implement the chosen option.**
Make a clear plan about how the option will be implemented, and how you will get support from your organization's key stakeholders (the community, members, Board, volunteers, etc.)

8. General Do's and Don'ts

DO	DON'T
Understand the agreement before signing	Accept a verbal agreement
Know what you can and cannot do in the space	Break the conditions of the agreement
Call the landlord if you have a problem following the conditions of the agreement	Sign an agreement if the rent is more than you can afford to pay
Ask questions if something is not clear	
Tell the landlord how you will be using the space	
Keep copies of all documents	
Ask a lawyer to read the agreement if you do not fully understand everything	
Make sure the person in your group signing the agreement has the authority to do so, usually the President or Chair of the Board	
Ask the landlord if you need liability insurance	
Make sure your group knows what you can and cannot do in the space	

SECTION F: Spaces Available in Edmonton

- 1. City of Edmonton Spaces**
- 2. School Spaces**
- 3. Edmonton Area Non-profit Organizations**
- 4. Performance Spaces**
- 5. Other Spaces**

1. City of Edmonton Spaces

This section is divided into Indoor Spaces, Outdoor Spaces, and venues with both Indoor and Outdoor Spaces. A good resource is the City of Edmonton website at www.edmonton.ca. Click on the attractions and recreation link and then explore the different tabs to get more information. The general email to use to get more information is attractions@edmonton.ca; and the phone number is 311.

In addition to the locations noted below under *Indoor Spaces*, City of Edmonton Neighbourhood and Community Development Service Area Offices may have space that can be utilized. There are seven offices that house Community Builders (Social Workers or Community Recreation Coordinators) across different areas of the city. Occasionally, meeting space at these sites may be available for community use. For further information about space at these sites, contact the Community Builder for your neighbourhood or organization. Call 311 to obtain current staff contact information.

INDOOR SPACES

City Arts Centre, 10943 – 84 Avenue: includes two specialized studio spaces for pottery and silversmithing, and several general-purpose rooms, as well as a kitchen. Most of the facility is accessible, including the parking lot and the washrooms. Many groups use this space, so you need to book it as early as possible. Email: cityartscentre@edmonton.ca. Capacity is:

- Drama Room: up to 200
- Antique Room: up to 50
- Classrooms (3): up to 20 people
- Conference Room: up to 10 people

City Hall, 1 Sir Winston Churchill Square: includes the Heritage Room, which seats 25-30 people and holds 90 people standing up, and the City Room, which holds a maximum of 1,264 people. Both rooms are available free during normal business hours for registered, non-profit, local community groups who are giving free activities of interest to the public. If you need security, chairs, tables, or other items, there will be a charge. Email: civic.events@edmonton.ca.

Clarke Stadium, 11000 Stadium Road: has a number of small meeting rooms. Email: 311@edmonton.ca.

Commonwealth Sports and Fitness Centre, 11000 Stadium Road: the Green and Gold Room is a large meeting room that can seat 100. Email: 311@edmonton.ca.

Golf Courses, located throughout Edmonton: Rundle (2902 – 118 Avenue – Rundle Park), Riverside (8630 Rowland Road) and Victoria (12130 River Road) golf courses all have meeting / banquet rooms within their clubhouses available for rentals. Email: golf@edmonton.ca for more details.

Arena and Sports Field Venues Meeting Rooms, located throughout Edmonton: the following arenas and sports fields venues have indoor meeting rooms that you can book:

- Clareview Arena - 3804 - 139 Avenue
- Castle Downs Arena - 11520 - 153 Avenue
- Kenilworth Arena - 8311 - 68A Street
- Callingwood Arena – 17740 - 69 Avenue
- Goldstick Pavilion – 39 Street and 103 Avenue
- Kinsmen Twin Arenas - 1979 - 111 Street
- Confederation Twin Arena - 11204 - 43 Avenue

Call 311 or (780) 442 – 4546 for more information about booking these rooms. Email: 311@edmonton.ca

John Janzen Nature Centre, 7000 – 143 Street, Whitemud Drive and Fox Drive: has a multi-purpose room with a capacity of 100, available for a maximum of 5 hours beginning 30 minutes after closing each day, with 6 ft. banquet tables. Email: attractions@edmonton.ca.

John Walter Museum, bottom of Walterdale and Queen Elizabeth Roads, on the north side of the Kinsmen Sport Centre parking lot: the 1901 house is available for special events and meetings and has a capacity of 20. There is also a boardroom with a capacity of 12 people. There is no refrigeration or cooking facilities available. Email: attractions@edmonton.ca

Libraries, located throughout Edmonton: the Edmonton Public Library has branch libraries in communities around the city, and many of the spaces include meeting rooms and theatres. Libraries are interested in developing relationships with multi-cultural groups. Libraries are public

buildings so other people will be using the space as well. Room rental costs are based on the capacity of the room, with different pricing for profit and non-profit organizations. The list below tells you what is available at each library. Visit www.epl.ca/rooms for more information about the rooms at each library.

- Calder (12522 – 132 Avenue): 20 theatre style
- Capilano (5004 – 98 Avenue): 20 theatre style or 15 conference style
- Castle Downs (15379 – Castledowns Road): 40 theatre style or 18 conference style
- Highlands (6710 – 118 Avenue): 50 theatre style
- Jasper Place (9010 – 156 Street): 40 theatre style
- Lois Hole (17650 – 69 Avenue): 50 theatre style or 30 conference style
- Londonderry (137 Avenue & 66 Street – Londonderry Mall): 20 theatre style
- Riverbend (#460 Riverbend Square, Rabbit Hill Road and Terwillegar Drive): 40 theatre style.
- Sprucewood (11555 – 95 Street): 30 theatre style or 24 conference style.
- Strathcona (8331 – 104 Street): Meeting Room 12, Program Room 40.
- Stanley A. Milner Library (#7 Sir Winston Churchill Square): Centennial Room 60 theatre style, Edmonton Room - 150 theatre style, Library Theatre - 247 persons and has 11 wheelchair spaces, Room No. 7 - 6th Floor - 60 theatre style.
- Whitemud Crossing (4211 – 106 Street): Meeting Room 40, Theatre 120.
- Woodcroft (13420 – 114 Avenue): 50 theatre style.

Pools / Recreation Centres, located throughout Edmonton. Email: 311@edmonton.ca.

- Scona Pool (10450 – 72nd Avenue): private room rental for parties, can be rented with or without the pool itself.
- Eastglen Leisure Centre (11410 – 68 Street): Private room rental for parties, can be rented with or without the pool itself.
- Londonderry Pool (14528 – 66 Street): Board Room / Studio.
- O’Leary Pool (8804 – 132 Avenue): Board Room.
- Millwoods Recreation Centre (7207 – 28 Avenue): Community Room, Board Room, Presidents Council Room, Green room.

- Confederation Leisure Centre (11204 – 43 Avenue): Multipurpose room.
- Jasper Place Fitness and Leisure Centre (9200 – 163 Street): Multipurpose room, Atrium.
- Peter Hemingway Fitness and Leisure Centre (13808 – 111 Avenue in Coronation Park): Dry land Area.
- Terwillegar Community Recreation Centre (2051 Leger Road). There are 14 rooms of various sizes (200 - 2,800 sq. ft.) available to book

Prince of Wales Armouries, 10440 – 108 Avenue: Have individual meeting rooms, capacity from 20 – 130. Email: 311@edmonton.ca.

Seniors Centres, Owned by the City of Edmonton

- Central Lions Seniors Centre, 11113 – 113 Street: large auditorium with capacity for 350, fifteen multi-purpose activity rooms, boardroom and meeting rooms, gymnasium, atrium and social areas. Email: 311@edmonton.ca.
- Northgate Lions Seniors Recreation Centre – 7524 – 139 Avenue: Includes six multi-purpose rooms, boardroom and gymnasium, as well as cafeteria. Email: 311@edmonton.ca.

OUTDOOR SPACES

Ball Diamonds, located throughout Edmonton: There are many different ball diamonds across the city, which are organized by type at www.edmonton.ca. Most diamonds are located in a park or schoolyard. Some diamonds are specified for children-only, meaning players who are 18 years of age or younger. You can use a diamond on a first-come, first served basis; or you can reserve the diamond ahead of time. There is a listing of all of the diamonds on the website, so that you can choose one closest to your location in the city. Book a ball diamond to reserve the diamond for your team's use. You can complete a form at [Request a Ball Diamond Online](#) or by phone: 311. Otherwise diamonds are available on a first-come first-served basis. For more information call 311 or email sportsfieldbookings@edmonton.ca

Gazebos and Band shells, located throughout Edmonton: Hourly gazebo reservations are available from May 1st to mid-October and are available from 8 am to 10 pm. For more information and to obtain a current application form call 311 or email picnicbookings@edmonton.ca

A Sample Gazebo/Bandshell Booking Application Form Is Attached For Your Reference At The End Of This Section (Page 81)

There are five gazebo/band shells for rent (additional details for capacity, electricity, tables, etc. are on the booking application form):

- **Borden Park Band shell:** 74 Street and 112 Avenue
- **Dick Mather Gazebo:** 104 Street and 99 Avenue
- **Dr. Wilbur McIntyre Gazebo:** 104 Street and 83 Avenue
- **Grant Notley Gazebo:** 116 Street and 100 Avenue
- **Chinese Garden Gazebo:** Louise McKinney Riverfront Park

Heritage Amphitheatre, in William Hawrelak Park, 9930 Groat Road:

has a covered stage and seats 1,100 people. Additional seating of 2,900 is available on the grass slopes. Has 30 chairs, 8 six foot tables and 8 picnic tables included with rental packages. Prices include two City staff, and you might have to pay for more staff depending on your event. Email:

amphitheatre@edmonton.ca.

Outdoor pools, located throughout Edmonton: Edmonton's five outdoor swimming pools are open during the summer season from approximately the May long weekend to the September long weekend. Private rentals are available for corporate, community or family events. Call 311 for more information. Pool closures are determined by temperature (below 18°C), weather (stormy, heavy rain, lightening / thunder, etc.), and bookings. Outdoor pool status is updated daily at 10 a.m. and 2 p.m. and these updates are available by calling 780 442-5261.

- Borden Park: 11200 – 74 Street
- Mill Creek: 10315 - 119 Street
- Oliver: 9555 - 84 Avenue
- Fred Broadstock: 10515 – 158 Street
- Queen Elizabeth: 8900 – 106 Street (closed in 2010 for construction)

Picnic Sites, located throughout Edmonton: Picnic sites are available from May 1 to mid-October on a first come, first-served basis. You can book a group picnic site to make sure it is reserved for your group during a specific time. There is a cost to reserve a site. Each site has 1-12 picnic tables and a fire pit and camp stove, and some sites are covered by a shelter or tent. Some sites have power and water. It can take up to 3 weeks to process bookings to reserve sites, so plan ahead. You can

request a picnic site by calling 311, by completing an on-line form at [Request a picnic site online](#) or by email to picnicbookings@edmonton.ca

Sir Winston Churchill Square: It is free to book Churchill Square for an event. However, the event will be charged for any civic services necessary for running the event. Churchill Square is a flexible event venue that seamlessly transforms from a world-class festival site to a community gathering place to the start line for runs and walks. Arrangements to hold your special event on the Square can be made through the Civic Events Office. Email: Civic.Events@edmonton.ca

Sports Fields, located throughout Edmonton: there are many different sports fields located throughout Edmonton, organized by type on www.edmonton.ca. Many of the fields are fully booked in May and June because of sports leagues. The website includes a listing of sports fields by zone, so that you can pick one closest to your area of the city. You can reserve a sports field online at by completing a form at [Request a Sports Field Online](#) or by phone: 311. Otherwise sports fields are available on a first-come first-served basis. For more information call 311 or email sportsfieldbookings@edmonton.ca

PLACES WITH INDOOR AND OUTDOOR SPACES

ACT Aquatic and Recreation Centre, Rundle Family Centre, Rundle Park – 2909 – 113 Avenue: available for different indoor and outdoor events. Email: 311@edmonton.ca.

- Main hall – capacity of 150
- Lounge – capacity 45
- Social room – capacity 64
- Atrium – capacity 24
- Board room – capacity 14
- Also available: Gymnasium, Open Studio, Picnic Site, Recreation Centre, Pool

Fort Edmonton Park, 7000 - 143 Street: nine rental locations available for meetings, retreats, conferences, workshops or seminars. This includes the Clerks Quarters, Kelly's Saloon, Egge's Barn, Reed's Bazaar, Reed's Tea Room, Jasper House Hotel, Ukrainian Bookstore, Railway Salon Car, and the Blatchford Field Air Hangar. Viewings of the facilities are by appointment only. Email: 311@edmonton.ca.

Muttart Conservatory, 9626 - 96A Street: includes the Centre Courtyard (capacity is 180 people), Four Pyramids or Outdoor Gazebo (capacity 25 people) for rental. There are no on-site food preparation facilities available at the Muttart. Email: 311@edmonton.ca.

Valley Zoo, 13315 Buena Vista Road (87th Avenue): includes a tented picnic site and an indoor facility (Saito Centre) which holds 120 people. Email: 311@edmonton.ca.

2. School Spaces

School spaces such as gymnasiums and classrooms may be available for community programs after school hours.

Gymnasiums, located throughout Edmonton. The City of Edmonton is a central booking agent for gymnasiums owned by Edmonton Public Schools, Edmonton Catholic Schools, Francophone School District (Conseil Scolaire Centre-Nord), Royal Alexandra Hospital and the City of Edmonton. If your group is a registered non-profit or an informal organization, you are eligible to book a school gymnasium, according to the terms of the Joint Use Agreement. You must complete a School Gymnasium Booking Application form which is available on the City website. The website provides information on the different types of gyms and costs for each one. **Note: The gyms that are most available are the “D” Gyms, which are less than 350 square meters in size and are very inexpensive to rent.** When applying for space, write on the form all of the locations in the city where you want to hold activities, and the booking unit staff will let you know of gyms closest to your locations. Email: gymbookings@edmonton.ca **Note: alcohol is not permitted on school property.**

A Sample Gymnasium Booking Application Form Is Attached For Your Reference At The End Of This Section (Page 80)

Tip: to search for up to date, available booking times for school gyms and staffed sports fields, visit www.edmonton.ca.

- Click on the “attractions and recreation” tab on the top of the page
- Click on the title “sports and recreation”, and then “gymnasiums
- Once you get to this page, click on the online tool called “Gymnasium Availability” (rental) to see what is currently available.

- You can also follow this link directly to get to the same place:
http://edmonton.ca/attractions_recreation/sport_recreation/gymnasiu.ms.aspx

Classrooms, located throughout Edmonton. A request to use a classroom for community programs such as language classes or homework clubs needs to be made directly through the school boards. Note: there is a very limited amount of classroom space available for use.

- **Edmonton Public Schools:** Phone: 780 - 429-8540
Fax: 780-429-8471 Email: rental@epsb.ca
- **Edmonton Catholic School District:** Phone: 780 – 453-4545
Fax: 780 – 451-3530 Email: rentals@ecsd.net
- **Francophone School District (Conseil scolaire Centre-Nord):**
Phone: 780 - 468-6440 Fax: 780 - 468-4406
Email: Ju_rentals@csrcn.ab.ca

Leasing unused school space or buildings: Sometimes school boards may have unused space within a specific school or space within a closed school that can be leased. To find out about these opportunities contact:

- **Edmonton Public Schools:** complete the *Leasing/Licence Inquiry Form* available [at http://planning.epsb.ca/community-use/rentals-a-leasing](http://planning.epsb.ca/community-use/rentals-a-leasing). Contact Rental Services at 780 - 429-8540 or by email at rental@epsb.ca if you have any questions.
- **Edmonton Catholic School District:** all inquiries will be directed to the Assistant Superintendent of Facilities Services. Contact Facility Services at 780 – 453-4545 or by email at rentals@ecsd.net if you have any questions.

3. Edmonton Area Non-profit Organizations

There is no complete list of all of the non-profit societies or registered charities in the Edmonton area; examples include hospitals, trade organizations, voluntary associations, charitable organizations and multicultural organizations.

Keep in mind that when you contact them you should not assume they are interested nor have additional space. Talk to them about your needs and

what you can contribute, just as you would any other potential space owner. Remember that some non-profit agencies only allow members to use their space. Working with a non-profit agency can be helpful in three ways:

- **Non-profits can be fiscal agents:** Sometimes, a larger non-profit such as an immigrant serving agency, can help your organization get funding from grants or soliciting tax-deductible donations from sources where your organization may not qualify. When a non-profit helps you get funding this way, the agency is your fiscal agent. Having a fiscal agent allows small organizations to apply for the same grants as other organizations without being a registered society and/or a registered charitable organization.
- **They might partner with your group:** Non-profit agencies may also consider becoming your partner or entering into a mutual agreement with you.
- **You may be able to share staff:** If you require staff for your event or program, you may be able to use their staff.

Questions to ask when checking into non-profit space:

- Are we required to join your agency or program?
- Can we talk about your agency acting as our fiscal agent?
- Can we talk about forming a partnership, mutual mentorship or sharing staff?
- What and where can we store here – i.e. our equipment?
- Does the organization have to have its own staff person present when we use the space?
- What can we use that is already here?
- Can we be “bumped?”

Considerations when looking for a non-profit space: Find non-profit agencies that support programs like yours, and explain how allowing your group to use the space can benefit the space owner, including helping to build their cultural capacity.

If you want to find organizations who might be interested in sharing space, you will have to do some digging. Here are a few ideas about how to find non-profit societies or registered charities.

Edmonton Area Multi-Cultural Organizations

Call 311 to get in touch with the Multicultural Liaison Coordinator to ask about multicultural organizations that might have space to share, rent or lease with you. Edmonton Public Library has a list of various cultural associations in Edmonton at www.epl.ca/eplculturalassociations.cfm. Here is a list of cultural organizations that have space to rent.

Alberta Korean Information Centre

9636 - 105A Avenue
(780) 554-2580
www.khome.ca

Alberta Chinese Cultural Society

200 - 10708 97 Street NW
(780) 424-2227

Africa Centre

13160 - 127 Street
780-455-5423
www.africacentre.ca

Association of United Ukrainian Canadians (AUUC)

11018 - 97th Street
(780) 424-2037
[Http://www.ukrainiancentre-edm.ca/](http://www.ukrainiancentre-edm.ca/)

Dutch Canadian Club

13312 - 142 Street NW
(780) 452-2861
www.dutchcanadiancentre.com

Edmonton Japanese Community Association

6750 - 88 Street NW
(780) 466-8166
www.ejca.org.

Edmonton Scottish Society

3105 - 101 Street SW
(780) 988-5357
www.edmontonscottishsociety.org

German-Canadian Cultural Association (GCCA)

8310 Roper Road
(780) 466-4000

Hellenic Canadian Community of Edmonton

10450 - 116 Street NW
(780) 454-2382
www.edmontonhellenic.com

Irish Sports & Social Society

12546 - 126 Street NW
(780) 453-2249

Italian Cultural Society

14230 - 133 Avenue
Phone: (780) 453-6182

Polish Hall

10960 - 104 Street
(780) 426-1856
www.polishhall.ca

Portuguese Canadian Cultural Society

12964 - 52 Street NW,
(780) 473-2194

Portuguese Canadian Multicultural Society

14015 Victoria Trail NW
(780) 406-6396

Organizations Receiving Edmonton’s Family & Community Support Services Grant: Family and Community Support Services (FCSS) is a joint municipal/provincial partnership that funds preventive social service programs that enhance the well-being of individuals, families and communities. Go to www.edmonton.ca to see a listing of organizations or groups who have received the grant in the past and who might have space to share, rent or lease. Click on “for residents”, “resident services and programs”, “grants”, and then on “Family and Community Support Services Grant.” You can also follow this link:

http://www.edmonton.ca/for_residents/resident_services_programs/family-community-support-services-grant.aspx

Community Investment Operating Grant: The City of Edmonton Community Investment Operating Grant program provides operating assistance to Edmonton's non-profit organizations whose activities result in benefits to the citizens of Edmonton. Go to www.edmonton.ca to see a listing of organizations or groups that have received the grant in the past and who might have space to share, rent or lease. Click on “for residents”, “resident services and programs”, “grants”, and then on “Community Investment Operating Grant.” You can also follow this link: http://edmonton.ca/for_residents/resident_services_programs/community-investment-operating.aspx

Other Edmonton area funders: Ask the funders that you deal with if they know of organizations that have space to rent or share.

Edmonton Chamber of Voluntary Organizations Members Directory: The Edmonton Chamber of Voluntary Organizations publishes a members’ directory on its’ website. Go to www.ecvo.ca and click on “join”, and then “members directory.” You can also follow this link to see a listing of ECVO organizations that might have space to share, rent or lease. <http://www.ecvo.ca/index.php/join/members-directory>

Alberta Non-profit Societies: You can contact your local Registries Office to ask if they will provide a list of societies incorporated in the City of Edmonton. Be clear about why you are asking and what you intend to do with the list – i.e. ask people on the list if you can rent space from them. Use this link to search for a registry agent near you. Keep in mind that you may have to make this request in writing, and there may be a fee charged to you for providing the list. <http://www.servicealberta.gov.ab.ca/617.cfm>

Canada Revenue Agency list of Charities: The Canada Revenue Agency publishes a list of charities on its’ website. You can do a search by type of charity (education, health, etc.) or by location. Follow this link to use the search tool and list. <http://www.cra-arc.gc.ca/tx/chrts/menu-eng.html>

Using 211 to locate non-profits: You can call 211 directly to ask about different non-profits or you can visit www.informededmonton.com to access a listing of different non-profits in Edmonton and the surrounding area. You can search by name of an organization, keywords, language, and accessibility. You can also search by the following categories: basic needs, consumer services, criminal justice and legal services, education, environmental quality, health care, income support and employment,

individual and family life, mental health care and counselling, organizational/community/international services, and target populations. You can also click on each letter of the alphabet and see the listings in alphabetical order. **Keep in mind the difference between 211 and 311.** 211 is for agencies that are not part of the City of Edmonton; 311 is for services, programs, or contact information specific to the City of Edmonton.

Community Leagues: Community leagues are organized groups of people who live in one community, through a program that is very unique to Edmonton. Many community leagues own community halls, and these halls offer spaces of different sizes and often have kitchen facilities. Some also have special facilities such as lounges (bars) and bowling alleys. There are about 150 community leagues in Edmonton. It might be helpful to become a community league member in order to rent space. Talk to your local community league representatives about this. Even if you don't become a member, take the time to get to know the community league volunteers and for them to get to know you and your group.

For more information, call 311 and ask to speak to your Community Recreation Coordinator or go to www.efcl.org. At the top of the page click on "league directory", and you can then look-up a community league close to you by entering your postal code. There is also a complete list of community leagues, and you can click on each one to see their facilities and information about rentals. Some community leagues have their own websites and some do not. The EFCL is developing a search tool for community league halls, to help people to access space. You can also go directly to the specific page on the site by following this link: <http://www.efcl.org/LeagueDirectory/tabid/120/Default.aspx>

Edmonton Arts Council: The Edmonton Arts Council publishes a list of members on its website. Follow this link to see a listing of EAC members that might have space to share, rent or lease. <http://www.edmontonarts.ab.ca/members.html>

Edmonton Area Faith Institutions: There is no complete listing of all of the different faith institutions in the City of Edmonton. Examples include churches, mosques, temples, and so on.

- You can call 211 and ask for a specific kind of institution to be located for you, but they do not have a complete listing.

- You can also search the internet using such terms as “Edmonton Churches”, “Edmonton Mosques”, or for specific faiths such as “Edmonton Lutheran Churches.”
- The Saturday Edmonton Journal has a Religion Section, which lists contact information for different faith institutions.
- The Salvation Army may also be of assistance, as well as the Good Samaritan Society.
- You may also wish to contact the interfaith groups in your local area to see if they can assist you, or the City Chaplain’s office. Suggestions for interfaith groups include: The Interfaith Centre for Education and Action (780 413-6159), the Edmonton and District Council of Churches, the Roman Catholic Archdiocese of Edmonton, and the Edmonton Presbytery Office of the United Church of Canada (780 438-6619).
- Please note that we have tried to capture ideas of how to approach faith institutions and that there are many others to explore. If you come across something that has been missed and should be included in future versions of this resource, please contact the Multicultural Liaison through 311.

Edmonton Area Post-Secondary Institutions: The easiest way to find a listing of all of the post secondary institutions in Edmonton is to go to <http://alis.alberta.ca>.

- From there, click on the tab at the top of the page “Post Secondary Students.”
- On the Post Secondary Students page, click on the Educational Programs or EDINFO button on the right.
- This brings up a searchable database of post secondary institutions in Alberta.
- Search by school, select the Edmonton Region and all types of schools. This will bring up a complete list of schools in the area.
- Then you can connect directly to each school’s homepage and their specific facility rental information.
- You can also go directly to this page by following the link below <http://alis.alberta.ca/edinfo/Content/RequestAction.asp?aspAction=GetHomePage&Page=Home>
- Examples of Edmonton area post-secondary institutions include the University of Alberta, NAIT, MacEwan, Concordia College, and the Kings College. There are many other smaller institutions that you might want to check into.

Edmonton Area Immigrant and Refugee Serving Organizations:

These organizations are also non-profits, and may be more willing to provide space, since they are already working with immigrants and refugee individuals and groups.

Action for Healthy Communities Society of Edmonton (AHCSE)

#101 10554 - 110 Street

Telephone: 780 - 944-4687

www.a4hc.ca/index.htm

Alliance jeunesse-famille de l'Alberta

100, 8925 - 82 Avenue

Telephone: 780 - 440-2621

www.ajfas.ca

ASSIST Community Services

9653 105 - A Avenue

Telephone: 780 - 429-3111

www.assistcsc.org

Bredin Institute

Suite 500, 9707 - 110 Street

Telephone: 780 - 425-3730

www.bredin.ab.ca

Catholic Social Services Edmonton

10709 - 105 Street

Telephone: 403 - 347-8844

www.catholicsocialservices.ab.ca

Centre d'accueil et d'établissement

Bureau 50, 8627 rue Marie-Anne-Gaboury

Telephone: 780 - 669-6004

www.reseausantealbertain.ca

Changing Together

#3rd floor, 10010 -105 St

Telephone: 780 - 421-0175

www.changingtogether.com

Edmonton Catholic Schools, Department of Lifelong Learning
2nd Floor, 9624 -108th Avenue
Telephone: 780 - 424-1596
www.aes.ecsd.net

Edmonton Catholic Schools, ESL Centre
10210 -115 Avenue
Telephone: 780 - 989-3025

Edmonton Immigrant Service Association (EISA)
Suite 201, 10720 – 113 Street
Telephone: 780 - 474-8445
www.eisa-edmonton.org

Edmonton Mennonite Centre for Newcomers
#101, 10010 - 107A Avenue
Telephone: 780 - 423-9685 / 780-424-7709
www.emcn.ab.ca

Edmonton Multicultural Society
602-7 Sir Winston Churchill Square
Telephone: 780 - 420-6823

Edmonton Public Schools – Metro Community College
8205 – 90 Avenue NW
Telephone: 780 - 917-8661
www.metrocontinuingeducation.ca

Indo-Canadian Women's Centre
335 Tower 2, Millbourne Mall 38th Avenue
Telephone: 780 - 462-6924

Norquest College
11140 - 131 Street
Telephone: 780 - 422-9061
www.norquest.ab.ca

Northern Alberta Alliance on Race Relations
#4, 10865 - 98 Street
Telephone: 780 - 425-4644
www.naarr.org

Multicultural Health Brokers Co-operative Ltd.

10867 - 97 Street

Telephone: 780 - 423-1973

www.mchb.org

Solomon College

#228, 10621 - 100 Ave

Telephone: 780 - 431-1515

www.solomoncollege.ca

4. Performance Spaces

Performance spaces have been listed separately so that you can easily identify spaces that are **specifically meant to hold performances**.

Performance spaces usually have a stage, seating, a box office of some type, changing spaces for performers, and so on.

The Edmonton Arts Council, www.edmontonarts.ab.ca is a good place to check for performance spaces, as is Tix on the Square, www.tixonthesquare.ca. You may also want to check out private businesses in your cultural community to see if they have performance space that you can use. The following list has been divided into church-based and non-profit performance spaces.

CHURCH-BASED SPACES

All Saints' Anglican Cathedral

10035 - 103 Street

Phone: 780 - 428-6323

Capacity: 500-550

First Baptist Church

10031 -109 Street

Phone: 780 - 422-2214

Email: office@fbcedmonton.ca

Capacity of approximately 300

Knox-Metropolitan United Church

8307 - 109 Street

Phone: 780 - 439-1718

Capacity: 400-450 people.

McDougall United Church

10025 - 101 Street

Phone: 780 - 428-1818

Email: info@mcdougallunited.com

Website: www.mcdougallunited.com

Robertson Wesley United Church

10209 - 123 Street

Phone: 780 - 482-1587

Capacity: full capacity of church is 800.

Sacred Heart Catholic Church

10821 96 Street

Phone: 780 - 422-3052

St. Andrews United Church

9915 148 Street

Phone: 780 - 452-4454

Capacity: for over 1000 people.

St. Basil's Cultural Centre

10819 - 71 Avenue

Phone: 780 - 434-4288

Capacity: for 450-500, usually large round tables for cabaret seating, 8-10 people per table.

St. Timothy's Anglican Church

8420 - 145 Street

Phone: 780 - 483-5506

West End Christian Reformed Church

10015 - 149 Street

Phone: 780 - 454-8151

Capacity 1100

NON-PROFIT PERFORMANCE SPACES**Azimuth Theatre**

11315 - 106 Avenue

Phone: 780 - 454-0583

Capacity: 40-70 depending on configuration

Catalyst Theatre

8529 Gateway Blvd.

Phone: 780 - 431-1750

Capacity: 149 maximum

Website: www.catalysttheatre.ca

Citadel Theatre

9828 - 101A Avenue

Phone: 780 - 426-4811

Website: www.citadeltheatre.com

Capacities:

- Maclab Theatre: 686
- Rice Theatre: 216
- Shocter Theatre: 685
- Tucker Amphitheatre: 175
- Zeidler Hall: 240

Convocation Hall University of Alberta Campus

113 Street & 91 Avenue

Phone: 780 - 492-0601

Capacity of 400

Cosmopolitan Music Society

8426 Gateway Blvd.

Phone: 780 - 432-9333

Email: cosmomusic@shaw.ca

Eva O. Howard Theatre (part of Victoria School for the Performing and Visual Arts)

10210 - 108 Avenue

Phone: 780 - 426-3010

Seating capacity is 691

Grant MacEwan University - City Centre Campus

10700 - 104 Avenue

Phone: 780 - 497-5622

Capacity is 150 at City Centre Campus Amphitheatre

Grant MacEwan University - Centre for the Arts and Communications

10045 155 Street

Phone: 780 - 497-4306

Capacity is 350 at the John L. Haar Theatre and capacity at the Theatre Lab is 50 to 70.

Jubilee Auditorium

11455 - 87 Avenue

Phone: 780 - 427-2760

Capacity: 2500

La Cité Francophone (L'Uni Theatre)

8627 - 91 Street

Phone: 780 - 469-8400

Capacity 210

Masonic Order Freemasons Hall (Temple Theatre)

2 Flr 10318 - 100 Ave

Phone: 780 - 428-6476

Myer Horowitz Theatre

8900 - 114 Street

Students' Union Building on the U of A Campus

Phone: 780 - 492-4764

Email: theatre@su.ualberta.ca

Capacity: 720 Seats

Roxy Theatre

10708 - 124 Street

Phone: 780 - 453-2440

Capacity: 198

Website: www.theatrenetwork.ca

Royal Alberta Museum

12845 - 102 Avenue

Phone: 780 - 453-9142

Capacity: 417 seats

The Third Space (Northern Light Theatre)

11516 - 103 Street
Phone: 780 - 471-1586
Capacity: 45-70

Timms Centre for the Arts

Corner of 87 Avenue and 112 Street
Phone: 780 - 492-2273
E-mail: timms@ualberta.ca
Website: www.timmscentre.ca

TransAlta Arts Barns

10330 - 84 Ave
Phone: 780 - 448-9000

Varscona Theatre 10329 83 Avenue

Phone: 780 - 433-3399
Capacity: 140

Walterdale Playhouse

10322 - 83 Ave
Phone: 780 - 439-2845
Website: www.walterdaleplayhouse.com
Capacity: 145

Winspear Centre

4 Sir Winston Churchill Square
Phone: 780 - 428-1414
Website: www.winspearcentre.com

5. OTHER SPACES

Alberta Railway Museum, 24215 – 34 Street: has a private party room facility available for rental and a picnic site. Phone: (780) 472-6229, Website: www.railwaymuseum.ab.ca, Email: hdixon@incentre.net.

Edmonton Aviation Heritage Center and Aviation Museum, 11410 Kingsway Avenue: has a very large rental space of 13,000 sq. ft. with a stage and a maximum capacity of 600 people, three classrooms, a boardroom and dressing rooms. Phone: (780) 453-1078, Website: www.eahs.ca, Email: eahs@interbaun.com.

Edmonton Chamber of Commerce World Trade Centre, 9990 Jasper Avenue, 6th floor: has high tech facilities designed for board meetings, conferences and social events. High speed computers, projectors, document processing, commercial kitchen, lockers, catering and beverage service and convenient parking are available. Phone: (780) 426-4620, Email: info@edmontonchamber.com

Edmonton Humane Society: educational classrooms are available that include audio/video, sinks, vending machine access, plus tables and chairs. For information call (780) 491-3887, or go to this link: http://www.edmontonhumanesociety.com/index.php?option=com_content&view=article&id=34&Itemid=28

Edmonton Soccer Association Facilities, three locations:

- Edmonton Soccer Centre West 17415 -106A Avenue, Meeting Room #1 - approx. holds 30 people.
- Edmonton Soccer Centre East 12720 Victoria Trail - Meeting Room #3 - approx. holds 50 people. Meeting Room #4 - approx. holds 25 people.
- Edmonton Soccer Centre South 6520 Roper Road - Meeting Room #5 - approx. holds 25 people.

Call (780) 413-6493, or visit www.edsoccercentres.com for rates and booking information.

Shopping Centres, located throughout Edmonton: Kingsway Garden Mall, Londonderry Mall, Southgate Centre, West Edmonton Mall. Sometimes mall owners or management companies will provide free or low cost meeting space to community groups, depending on what they have available. Follow this link to get contact information for each of the malls. http://www.edmonton.ca/attractions_recreation/shopping.aspx

The form below is for reference purposes only. Please ensure you obtain a current form from the City website or the Bookings Office.



MAILING ADDRESS
P.O. BOX 2359
EDMONTON, ALBERTA
T5J 2R7

Application for School Gymnasiums/Rooms And City Gymnasiums 2009-2010

Facility Booking Office

PO Box 2359 14th Floor CN Tower 10004-104 Avenue NW Edmonton, AB T5J 2R7

Email: gymbookings@edmonton.ca

Phone: 311 Fax: 577-3527

Date: _____

Organization Name: _____

Representative: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Preferred Location: _____ Area of City: _____

Activity: _____ Age Group: _____

08/09 License Agreement Number (for current gym users only): _____

To be eligible for access to schools through the City of Edmonton and the Joint Use Agreement, a group must:

- Be **one of** the following: a City-sponsored or operated program/group, **OR** a registered not-for-profit organization under the Societies Act of Alberta, **OR** a non-registered informal organization or group without paid leadership (business).
- Be covered by their own or the City of Edmonton's insurance.
- Have a minimum of 75% City of Edmonton residents.

Are you registered under the Societies Act as a not-for-profit organization? Yes No

If "Yes" what is your Corporate Registry Number? _____

The personal information collected from you is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used to administer facility bookings under the Joint Use Agreement for Edmonton Public Schools, Edmonton Catholic Schools and Conseil Scolaire Centre-Nord. Aggregate data will be used for program planning and evaluation. Questions about the collection of personal information should be directed to the Community Services, Access to Recreation and Sport section at (780) 496-4999.



The form below is for reference purposes only. Please ensure you obtain a current form from the City website or the Bookings Office.



CUSTOMER INFORMATION FOR GAZEBOS/BANDSHELLS - 2010

Organization Name: _____ Contact Person: _____
 Address: _____ Postal Code: _____
 Res.#: _____ Bus.#: _____ Type of Event: _____
 E-Mail: _____ Fax #: _____ Cell #: _____

AVAILABLE SITES: PLEASE MARK FOR YOUR SELECTION

<p>BORDEN PARK BANDSHELL <u>112 Avenue & 74 Street.</u> <input type="checkbox"/></p> <ul style="list-style-type: none"> 2 adjoining dressing rooms, capacity 50 people total Electrical outlet 6-8 Picnic tables Capacity 250 people for the surrounding grassed hill (no chairs) Large parking lots 	<p>GRANT NOTLEY GAZEBO <u>116 Street & 100 Avenue</u> <input type="checkbox"/></p> <ul style="list-style-type: none"> The gazebo is 18 ft across- 2 openings and set of stairs Very limited and meter parking Beautiful view of river valley 3 picnic tables beside gazebo, 9 benches facing river 2 small benches in gazebo and 4-8 benches surrounding gazebo Electrical outlet –north side 3 garbage containers paved around gazebo Capacity 30-50 	<p>DR. WILBUR McINTYRE GAZEBO <u>104 Street & 83 Avenue</u> <input type="checkbox"/></p> <ul style="list-style-type: none"> The gazebo is 19 Ft across Parking is very limited, meters nearby Electrical outlet Capacity 30-50 people <p>DICK MATHER GAZEBO <u>10425-99 Avenue</u> <input type="checkbox"/></p> <ul style="list-style-type: none"> The gazebo is 18 Ft across and has 3 openings and sets of stairs. 5 picnic tables around gazebo 4 garbage containers electrical outlet Limited parking, parking lots, meters nearby Permanent arch way, nice lawn, flower beds Capacity 30-50 People
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2010 Fees: \$31.75 per hour for all listed sites. Fees for additional services may be applied & are subject to change without notice

Purpose of your event: _____

1st CHOICE

2nd CHOICE

AVAILABILITY

Date Required: _____

Dates Available: May 1 - October 11, 2010

Start Time/End Time: _____

Time Available: 08:00 - 22:00 hours

Number of People: _____

MAIL TO:

Community Services
 Customer Relationship Mgmt
 P.O. Box 2359
 10004-104 Avenue, 14th floor
 Edmonton, Alberta T5J 2R7

VISIT OR DROP OFF:

14th Floor CN Tower
 10004 – 104 Avenue
 Edmonton, Alberta

E-MAIL:

picnicbookings@edmonton.ca

FAX: (780) 577-3527

PHONE: (780) 496-1117