

BACKGROUND: CALGARY MUNICIPAL COMPLEX

The purpose of these guidelines is to provide a balance between public access and use of the Calgary Municipal Complex *Atrium* Space by external *applicants/permit holders* and the maintenance of an environment that supports and respects the various types of activities that occur on or in the Municipal *Complex*.

MUNICIPAL COMPLEX BYLAW NUMBER 38M2012

The Municipal Complex Bylaw Number 38M2012 applies to all activities and *Events* that occur in the Calgary Municipal Complex *Atrium* Space.

I. SCOPE OF GUIDELINES

Wherever a word used in these guidelines is *italicized*, the term is being used as it is defined in subsection (1), Bylaw 38M2012 and where any word appears in regular font, its common meaning in the English language is intended.

These guidelines reflect both the public and private nature of the *Atrium* Space and ensure that its use is conducive to business and social activities, the safety of employees and the public, and a tolerant, diverse and vibrant civic community.

The City of Calgary (hereinafter referred to as "*The City*") has priority use of the *Atrium* Space for special *Events*, ceremonies, and displays and reserves the right to cancel or postpone an external *Event* should the *Atrium* Space be required for an *Event* of *The City*.

II. RESTRICTIONS ON APPLICATIONS FOR A PERMIT FOR USE OF THE ATRIUM SPACE

1. A non-refundable \$50.00 application processing fee will apply and must be paid before the permit is valid.
2. Application for the use of the *Atrium* Space for external users is limited to;
 - a) Alberta schools accredited by Alberta Education;
 - b) Organizations registered as not-for-profit;
 - c) Organizations that are registered charities.

Proof of registration or accreditation will be required with the application.

3. The *Atrium* Space is only available for a maximum of 5 calendar days per year for an applicant.

4. Applications for the use of the *Atrium* Space will be accepted up to 150 calendar days prior to the proposed start date of the *Event*.
5. Applications for use of the *Atrium* Space must be submitted no later than 30 calendar days prior to the start date of the *Event*.
6. Applications for art / photographic displays must be received a minimum of 90 calendar days prior to the start date of the *Event*. (see below for further restrictions).
7. The *permit holder* must indemnify, defend and hold harmless *The City* and all of its employees, officials, officers and authorized representatives from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, costs and fees of any kind or nature, including personal injury or death or damage to any property arising out of the use of any part of the *Atrium* Space, whether caused directly or indirectly by the use of the *Atrium* Space.
8. The permit holder for the *Atrium* Space may be required to maintain a commercial general liability insurance policy in the amount of not less than two million dollars (\$2,000,000) inclusive limit for any one occurrence and such insurance policy must include:
 - a) *The City* as an additional insured;
 - b) A cross liability clause; and
 - c) Products and completed operations coverage.

The permit holder must provide a copy of the insurance policy to the *Complex Manager* at least 10 (ten) days before the start of the *Event*.

9. Complete and submit the online application form at calgary.ca/municipalcomplex or contact 311.
10. The *Complex Manager* will respond to an applicant's application by email or by registered mail.
11. For additional requirements and information please refer to Bylaw 38M2012.

III. TYPES OF EVENTS

1. *Permits* may be granted to external users by the *Complex Manager* to hold or stage an *Event* in the *Atrium* Space in the *Complex Interior* only if:
 - a) The *Event* is not a *demonstration*;
 - b) The *Event* is not a religious *Event* or celebration or a political *Event* to be held during *business hours*;
 - c) The *Event* is one of the following:
 - (i) An organized *Event* by a registered not-for-profit or charitable organization;
 - (ii) An organized *Event* by a local school accredited by Alberta Education.
2. Activities having a commercial purpose or *Events* that charge admission / entry fees are not allowed.

3. No *Events* or activities that might disrupt the normal ongoing operations of the *Municipal Complex* during the *business hours* of 8 a.m. to 4:30 p.m. will be allowed.

IV. RESTRICTIONS FOR ART / PHOTOGRAPHIC DISPLAYS

1. Photographs of all artwork / photographs along with accompanying text are required to be submitted 90 days prior to the start date of the *Event*. An electronic copy or hard copies will be accepted.
2. Exhibits or displays must include appropriate signage and/or information to ensure a clear public understanding of the purpose of the display.
3. All displays must be completely self-contained and able to stand-alone.
4. No additional artwork or photographs may be added once the exhibit has been approved.
5. The *permit holder* is responsible for the delivery, hanging and removal of all artwork.
6. Art must not be sold anywhere in the *Complex*. Sales information must not be posted or displayed with a work of art.
7. Materials that depict graphic violence, discrimination or exploit the bodies of men, women, boys or girls will not be accepted for display.
8. The *Complex Manager* will determine if the area is required to be roped off. Any cost for this requirement will be the responsibility of the *permit holder*.

V. RESPONSIBILITIES OF PERMIT HOLDER

1. General

- a) The *permit holder* using the *Atrium* space is responsible for coordinating the rental, delivery, set-up and all related costs for the equipment needed for the *Event*.
- b) The *permit holder* shall be responsible for the maintenance and care of its display. *The City* is not responsible for damages or losses of any materials and / or equipment brought into the *Atrium Space* by a *permit holder* for use during an *Event*, display or activity.
- c) The *permit holder* is liable for any loss or damage to *The City's* property or equipment. These costs will be assessed by Corporate Properties & Buildings and the *Complex Manager* and are payable immediately upon receipt of an invoice.
- d) The set-up and takedown of displays is the responsibility of the *permit holder* and must not interfere with the normal operation of the *Complex*.
- e) Based on the nature and size of the activity, *The City* reserves the right to set the level of service required for use of the *Atrium Space*. Any additional cost incurred in providing the required level of service will be invoiced back to the *permit holder*. These services may include, but are not limited to:

- (i) Staff member(s) of *The City*;
 - (ii) Custodial services;
 - (iii) Security;
 - (iv) Trades or services;
 - (v) Damage / repair / cleaning costs;
 - (vi) Other personnel and services as deemed necessary.
- f) An estimate of costs for staff time, equipment and / or services provided by *The City* will be identified at the time of booking confirmation
 - g) Any outstanding invoices will result in the group being restricted from using the *Atrium Space* until payment in full has been received.

2. Staffing

- a) *An event* must be staffed by at least one knowledgeable representative of the applicant who initially arranged the booking and has authority to make a decision on behalf of the organization and has a complete understanding of the *Event* and the *permit holder's* responsibilities.

3. Marketing / Signage

- a) All promotional material naming *The City* must be approved by the *Complex Manager* prior to final production.
- b) All signage and banners must be approved by the *Complex Manager*. *The City* reserves the right to remove any signage deemed inappropriate.
- c) All signage promoting an *Event* or exhibit must be displayed on a table, easel or sandwich board next to the display. No items can be attached in any way to the building structure.
- d) No helium balloons may be used in the *Atrium Space*.

4. Sound

- a) Noise levels must be kept to a minimum during the *business hours* of operation of the *Complex*: Monday to Friday from 8 a.m. to 4:30 p.m.
- b) Use of a *sound amplification device* in the *Atrium Space* must be approved by the *Complex Manager*.

5. Food

- a) Cooking or any food preparation and/or distribution of food or beverages by a *permit holder* is not permitted in the *Atrium Space* during an *Event*.

6. Merchandise Sales

- a) Sale of any merchandise is limited to fundraising on a national level (i.e. Poppy Fund, Cancer Society) and may be allowed if written approval is obtained from the *Complex Manager*.

7. Other

- a) Vehicle access or parking is not permitted in or on the *Atrium Space*.
- b) All deliveries and rentals must be delivered through the loading dock. Arrangements must be made by the *permit holder* with the *Complex Manager* in advance.
- c) On-site storage is not permitted in or on the *Atrium Space*.
- d) No moving of *The City's* equipment, furniture or plants located in the *Atrium*

- Space will be permitted unless approved and/or carried out by City personnel.
- e) Equipment / supplies must be removed immediately at the conclusion of the *Event*.
 - f) Approved *Events* and displays in the *Atrium* Space must meet security, fire and safety standards approved by *The City*.

VI. CONSEQUENCES OF NON-COMPLIANCE

Failure to adhere to these guidelines, any provisions of these guidelines or the Municipal Complex Bylaw may result in prosecution pursuant to the Municipal Complex Bylaw 38M2012, immediate termination of the *Event* and jeopardize the ability of the *permit holder* to apply for future use.

VII. APPEALS

If an application for a *permit* to use the *Atrium* Space is denied, the applicant may appeal to the *Director, Corporate Properties & Buildings*. The instructions for such an appeal will be included in the notification sent to the applicant.