



Guidelines Regarding the Use of the Calgary Municipal Building Atrium and Plaza Space

BACKGROUND

The Calgary Municipal Building Complex is the centre of Calgary's Municipal Government and highlights the relationship of The City of Calgary with its community. These guidelines reflect The City of Calgary's commitment to enriching the lives of citizens by providing access to the Calgary Municipal Building Atrium and Plaza space to enhance community spirit and pride and further connect the people of Calgary with their community.

PURPOSE

The purpose of these guidelines is to provide a fair and consistent procedure for the use of the Calgary Municipal Building Atrium and Plaza space by external applicants while maintaining public access.

SCOPE / EXPECTATIONS

These guidelines apply to all **external** applications received for the use of the Calgary Municipal Building Atrium and Plaza space, referred to as the "space".

The City has priority use of the "space" for special events, ceremonies, proclamations and displays; and reserves the right to cancel or postpone an external event should the "space" be required for a City event.

The City of Calgary is not in competition with convention / meeting / banquet spaces; and City staff resources, services and equipment are very limited.

The City of Calgary is not responsible for damages or losses of any materials and / or equipment brought into the "space" for use during an event, display or activity.

Any exceptions to these guidelines will be made at the discretion of the Administration Coordinator, Administration Services, City Clerk's Office.

CONSEQUENCES OF NON-COMPLIANCE

Failure to adhere to these guidelines or components contained within will be treated as misconduct. Misconduct will be reviewed and may result in termination of the activity, event or display if conditions so warrant. Misconduct may jeopardize the ability to apply for future use.

GUIDELINES

These guidelines reflect the public nature of the facility and ensure that all use is conducive to business and social activities, peace, order and good government of the community.

Application for the use of the "space" is limited to The City of Calgary, community, school and registered charitable and non-profit organizations which serve, represent and reflect the overall community standard. Certificate of not-for-profit status or charity registration number will be required with the application.

RESTRICTIONS FOR THE USE OF THE "SPACE"

- Performances, events or activities in the "space", which could potentially pose a danger to any citizen, City of Calgary staff member, volunteer or contract employee will not be permitted.
- All events in the "space" must be managed in a manner that does not conflict with the daily operation of the Calgary Municipal Building.
- Events must be open to the public and no admission / entry fee may be charged to attend.
- Tradeshows / fairs / expos must be community orientated.
- **The following events or activities are not allowed in the "space":**
 - Spontaneous activities
 - Commercial activities or advertisement of a commercial activity
 - Religious activities during business hours
 - Collection of names on a petition
 - Political demonstration or any activity that is considered political
 - Public rallies
 - Campaigning or soliciting of any kind
 - Recruitment or membership drives
 - Press conferences
 - Skate boarding, bicycle riding, in-line skating and other limitations contained in By-law #28M91 (being a By-law of the City of Calgary to Control and Regulate Activities on, around or in the City Hall Complex)

RESTRICTIONS FOR ART, PHOTOGRAPHIC OR OTHER DISPLAYS

- All applications for art, photographic or other displays must be received a minimum of **three** months in advance.
- Photographs of all art, photographic or other along with accompanying text are required and must be included with the application form or by email as jpeg files.
- Exhibits or displays must include appropriate signage and / or information to ensure a clear public understanding of the purpose of the display.
- All displays shall be completely self-contained and able to stand-alone.
- No additional work may be added once the exhibit has been approved.
- The applicant is responsible for the delivery, hanging and removal of all artwork.

- Art shall not be sold in the Calgary Municipal Complex. Sales information shall not be posted or displayed with a work of art.
- Materials that depict graphic violence, racial discrimination or exploit the bodies of men, women, boys or girls will not be accepted for display.
- Art, photographic or other displays shall be restricted to the west atrium for a maximum period of one week. City Clerk's Office will determine if the area is required to be roped off.

RESPONSIBILITY OF APPLICANT

- All applicants shall be responsible for coordinating and costs of rental and set-up of equipment needed to undertake the event, including chairs, tables, etc. The City may, upon request, provide use of the public address system at a cost to the applicant.
- The applicant must indemnify, defend and hold harmless The City of Calgary 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 whatsoever kind or nature arising by reason of any act, error, omission or fault by the applicant or anyone acting under the applicant's direction or control or on its behalf in connection with or incidental to the use of this facility.
- The applicant must 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 shall include:
 - The City of Calgary as an additional insured
 - A cross liability clause; and
 - Products and completed operations coverage.
- Applicant shall be responsible for maintenance and care of their display.
- Set-up and takedown is the responsibility of the applicant and shall not interfere with the normal operation of the Calgary Municipal Complex.
- The applicant is liable for any loss or damage to City property or equipment. These costs shall be assessed by Corporate Properties and City Clerk's Office and are payable immediately upon receipt of an invoice.
- All groups / organizations shall be required to pay a \$1,000 deposit for events occurring outside of normal working hours and events requiring additional level of service. All costs incurred by The City of Calgary shall be deducted from this amount and a refund (if applicable) and statement will be sent to the group / organization.
- Based on the nature and size of the activity, The City of Calgary reserves the right to set the level of service required for use of the "space". Any additional cost incurred in providing the required level of service will be invoiced back to the applicant. These services may include, but are not limited to:
 - City Clerk's staff member(s)
 - Custodial Services
 - Security / Commissionaires
 - Building Maintenance / Loading Dock Personnel
 - Trades or Services
 - Damage / Repair / Cleaning costs

- Other personnel and services as deemed necessary
- An estimate of costs for staff time, equipment and / or services provided by The City will be identified at the time of booking confirmation.
- Any outstanding invoices shall result in the group being restricted from using the building / space until payment in full has been received.

GUIDELINES FOR THE USE OF THE “SPACE”

Staffing

- Events shall be staffed by at least one knowledgeable organization representative who initially arranged the booking, has authority to make a decision on behalf of the organization and has a complete understanding of the event and the applicant’s responsibilities.

Marketing / Signage

- Organizations must not advertise or promote their event until final confirmation for use of the “space” is received.
- All promotional material naming The City of Calgary must be approved by the City Clerk’s Office prior to final production.
- All signage and banners must be approved by the City Clerk’s Office. The City reserves the right to remove any signage deemed inappropriate.
- 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.
- No hand-written signs permitted.
- No banner(s) permitted on the outside of the Calgary Municipal Complex.
- No balloons may be used in the “space”.

Sound

- Noise levels must be kept to a minimum during the Calgary Municipal Complex standard hours of operation; Monday to Friday from 8 a.m. to 4:30 p.m.
- Limited amplification and the use of a sound system in the Atrium is only allowed between noon and 1 p.m. and after 4:30 p.m.

Food

- Cooking and / or distribution of food is not permitted.
- Food and / or beverages are not permitted.
- Catered functions are not permitted in the “space”. Activities involving food and / or beverage services shall be restricted to the Civic Cafeteria Banquet Rooms and must be booked directly with the Civic Cafeteria Catering Manager at 403-268-8002.

Merchandise Sales

- Sale of any merchandise is limited to fundraising on a national level (i.e. Poppy Fund, Cancer Society) and must be pre-approved by the City Clerk’s Office.

GUIDELINES FOR THE USE OF THE "SPACE" (continued)

Other

- Availability of the "space" is dependent on standard hours of operation for the Calgary Municipal Complex.
- Vehicle access or parking is not permitted on the "space".
- All deliveries and rentals must be delivered through the loading dock. Arrangements must be made with City Clerk's Office by the applicant in advance.
- On-site storage is not permitted.
- Equipment / supplies shall be removed immediately at the conclusion of the event.
- Approved events and displays shall meet City security, fire and safety standards.
- No moving of equipment, furniture or plants shall be permitted.
- The Police / Firefighter Memorial Tribute Plaza shall not be used as a stage area.
- Pets shall not be allowed inside the Calgary Municipal Complex unless they are deemed "service" animals.
- Burning of any material, including candles in the "space" is not permitted.

APPLICATION

- Application forms for the use of the Calgary Municipal Building are available by contacting City Clerk's Office by phone 403-268-5861 or ccbookings@calgary.ca email address.
- Applicants must return a signed copy of the application agreeing to the terms and conditions for the use of the "space". Application forms must be submitted no later than **four weeks prior** to the start date of the event / activity.
- Completed application forms should be submitted to:

The City of Calgary
Main floor, City Hall
700 Macleod Trail SE
PO Box 2100, Station "M"
Calgary, Alberta T2P 2M5

Attention: Laurie Daniluk
City Clerks Department #8007
Phone: 268-5851
Fax: 268-2362

- Applications for art / photographic displays must be received a minimum of **three months** in advance of the start date.
- Applications for the use of the "space" will be accepted up to six months prior to your event. Applications however will only be approved up to three months prior to your event.
- The "space" is only available to the applicant for a maximum period of one week.
- **Applicant can only apply for the use of the "space" once per year.**
- Applications for filming within the Calgary Municipal Building space shall be submitted to the Calgary Film Commission at 403-221-7831.
- The City requires a minimum of three (3) business days to cancel an event or charges may be applied.

- All supporting documents, including completed floor plan, insurance and proof of not-for-profit status must be received by the City Clerk's Office no later than ten working days prior to the event. Failure to comply will result in cancellation of event.
- Approval of the application shall be at the discretion of the Administration Coordinator, Administration Division, City Clerk's Office or designate.
- If an application is denied, City Clerk's Office will notify the applicant and provide the rationale.

APPEALS

- If the application is denied, the applicant may appeal to the Manager, Administration Services, City Clerk's Office.
- The appeal shall include the applicant's name, address, phone number, reason(s) for appeal and any other material the applicant deems necessary.
- Appeals must be made in writing within seven (7) days of the City Clerk's Office notification; otherwise the right of appeal is forfeited.
- Appeals shall be mailed to the Manager, Administration Services, City Clerk's Office, #8007, PO Box 2100, Station M, Calgary, T2P 2M5 or ccecep@calgary.ca email address.
- The Manager, Administration Services will assess the appeal based on the written submission and may confirm, vary or revoke the decision.
- The Manager, Administration Services decision shall be final.

COMPLAINTS

- Any complaint regarding an event or display in the "space" must be made in writing and submitted to the Manager, Administration Services, City Clerk's Office.
- The written complaint must include details of the concern and include the person's name and contact information.
- Upon review of the complaint and if it is deemed necessary, City Clerk's Office shall notify the applicant about the complaint and allow the applicant an opportunity to correct the concern.
- If the applicant chooses not to correct the concern immediately, City Clerk's Office shall take corrective action to address the concern until such time as a meeting can be held with the applicant. After the meeting, if the concern is still unresolved, the Manager, Administration Services, City Clerk's Office will make the final decision on what action(s) will be taken.

Related Documentation

- Application for Use of the Calgary Municipal Building Atrium and Plaza
- Map of the Calgary Municipal Building Atrium – returned with approval documents
- Map of the Civic Plaza available upon request