

44 GAUKEL: RENTAL POLICIES AND PROCEDURES

The below guidelines apply for the duration of your booking and include expectations of both ArtsBuild Ontario as the host organization of your rental booking and 44 Gaukel and the City of Kitchener as host venue and building owner.

About 44 Gaukel

44 Gaukel is a co-working arts and technology hub, shared between local arts and culture non-profit organizations and as a makerspace for the tech start-ups of the Accelerator Centre.

The building, previously occupied by Everest College, has approximately of 11,000 sq. feet of space, split between the Accelerator Centre and the arts and culture community.

The first floor of 44 Gaukel is occupied by Conestoga College in collaboration with tech and digital media groups, the University of Waterloo, Wilfrid Laurier University and Accelerator Centre.

General Expectations

Any damage caused within the rental space(s) and time frame correlating with rental contract will be the renter's responsibility.

Any damage or theft caused during the rental period will be the renter's responsibility.

If you discover a problem with 44 Gaukel that requires maintenance, please let the staff of ArtsBuild know as soon as possible.

Renters are expected to leave the rental space in the same condition as it was on arrival. Cleanliness will be monitored - added cleaning or damage fees may apply. Garbage and recycling bins are provided as well as a broom.

44 Gaukel is a shared space. Unless indicated at time of rental, the staff lounge (during working hours), meeting rooms and board room are only to be used by tenants. The shared kitchen may be lightly used during rental but we ask that renters be respectful of tenant space and priority. Coffee and tea service is not available to renters.

The hallways and lobby are considered shared space. Please keep all activity within the designated rental space.

Renters are not to access any of the Accelerator Centre or arts and culture makerspaces, studios or offices without express permission of said tenant. Renters are not permitted to touch or remove any of the equipment or tools that may be in these spaces or any of the shared spaces (hallways, lounge, kitchen, meeting rooms, lobby). Damage fees will apply.

There is Wi-Fi available in the rental suites and shared spaces. ArtsBuild can provide details and password upon request.

Rental Information & Suite Specifications

There are currently two spaces available for rent at 44 Gaukel.

REHEARSAL SPACE

The rehearsal space is approximately 735.5 sq. ft. It measures 27' 9" by 28' by 2". The rehearsal space is a controlled lighting environment (interior space) with a hallway facing window.

This suite is outfitted with a sink, cupboards and small counter space. It includes Rosco flooring as well as full length wall mirrors. Tables and chairs are **not permitted** on the Rosco floor, but can be used on the laminate surface. There are curtains hung to provide a darker or lighter atmosphere (depending on your preference). Do not tug or hang from curtains. Please use stepstool provide to gently open or close the curtains.

Outdoor shoes are not permitted on the Rosco floor. Bare or socked feet, or soft-soled slippers only please.

The rehearsal space books in 3 hour increments at a rate of \$24 + HST/3 hours.

LOUNGE

The lounge is approximately 322.8 sq. ft with lots of natural light. The room is set up 'board room style' but can also work for meetings, classes, workshops, readings, screenings and special events. Chairs are available and tables can be set up as requested.

Please note during regular working hours the lounge is a shared space for staff: it is available for rentals after 5:30 PM Monday through Friday and weekends. The lounge can be booked by the hour at a rate of \$15/hour + HST.

Restrictions

We ask that only painters tape, electrical tape, or light adhesives be used on the rehearsal space floor surface. Any damage to the floor is at the renter's expense.

No adhesives, furniture or shoes are permitted on the Rosco floor.

Please refrain from hanging anything from walls. No tapping, tacking, nailing or mounting of posters, work sheets, etc. is permitted. Damage fees will apply for damage caused by tape, drilling or piercing the walls surface. Marking the walls surface is not permitted.

For these same reasons, we also request that no equipment or furniture be dragged across the floor to minimize any potential damage. Marking, drilling, or otherwise piercing the floors surface is not permitted.

During the winter months, salt on shoes and boots can damage the floors. Please bring indoor shoes/socks and leave boots outside the rehearsal space. There are boot mats provided for users.

The space does not include any equipment. Should renters choose to bring their own equipment, it can only be left in the space for the duration of the rental. Any personal equipment left in the rental space is at the renter's own risk.

Rental Rates

The rehearsal space is available for hourly, daily, and weekly rentals. The lounge is available for hourly bookings.

HOURLY

Hourly rentals are only available in consecutive, MINIMUM three-hour blocks. The cost for the rehearsal space is \$24.00/3 hours (plus HST).

The latest three-hour block that can be scheduled is 9 pm - 12 am. The earliest a three-hour block can be scheduled is 8 am – 11 am.

The three-hour rental block is inclusive of set-up and tear down. If you require extra time for set-up/tear down, please specify when booking. We are happy to accommodate for extra time if the room is not booked consecutively.

The purpose of the rehearsal space at 44 Gaukel is to provide affordable access to space for as many local arts and culture groups as possible. To help us meet this goal, please let us know at the time of booking if you will not require the space for the entire 3-hour duration to allow us to schedule other renters efficiently. In the same vein, if you are open to flexibility in booking hours or would be willing to shift a booking to an earlier or later start to accommodate another group, please let us know at the time of booking.

DAILY

The rehearsal space rents for \$64.00/day + HST. A daily rental constitutes a 9-hour period.

If you are booking for two (2) or more consecutive days, minimal storage may be kept in the rental space. Any personal belongings or equipment left in the rental space is at the renter's own risk.

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booking if you will not require the space for the entire duration to allow us to schedule other renters efficiently.

If you will be booking the space for two (2) or more consecutive days but are open to accommodating other renters when the space is not in use, ArtsBuild and 44 Gaukel can arrange for alternate minimal storage outside of the rental suite for the duration of the rental.

WEEKLY

The rehearsal space rents for \$400.00/week + HST. A weekly rental constitutes the hours of 8 am – 12 am Monday through Sunday.

If you are booking a weekly rental, minimal storage may be kept in the rental space. Any personal belongings or equipment left in the rental space is at the renter's own risk.

The purpose of the rehearsal space at 44 Gaukel is to provide affordable access to space for as many local arts and culture groups as possible. To help us meet this goal, please let us know at the time of booking if you will not require the space for the entire 8 am – 12 am duration of each day of your rental to allow us to schedule other renters efficiently.

If you will be booking a weekly rental but are open to accommodating other renters when the space is not in use, ArtsBuild and 44 Gaukel can arrange for alternate minimal storage outside of the rental suite for the duration of the rental.

Payment Information

All payment must be made prior to rental booking. After the rental agreement has been signed, ArtsBuild will issue an invoice for the cost of the rental. Payment can be made through the SpaceFinder Waterloo Region booking system, or by cash or cheque. All cheques must be payable to ArtsBuild Ontario.

Late payment fees may be charged for payments not made within 30 days of the date of the invoice.

Refund/Cancellation

In the event of a cancellation, a full refund will be given to renters who provide a minimum of one week's notice. Bookings cancelled with less than one week's notice will be subject to a charge of 50% of their quoted rental fee. For cancellations within 24 hours of rental, renters are subject to 100% of their quoted rental fee.

Bookings can be cancelled by contacting ArtsBuild Ontario's Program Coordinator, eilidh@artsbuildontario.ca

A credit may be arranged for cancelled hours paid in full.

Deposit

We do not require a deposit for the space, but our cancellation policy applies.

Bookings cancelled with less than one week's notice will be charged 50% of their quoted rental fee

Bookings cancelled with less than 24 hours of rental will be charged 100% of their quoted rental fee.

Insurance & Liability

As the renter you are responsible for your own liability insurance that covers damages up to 2 million. You as the renter are liable for your renters during the rental time period and any injuries that may occur as a result of being in the building.

Limit of Liability

To the extent allowed by applicable law, in no event shall ABO or any of its directors, officers, employees, advisors, agents or insurers be liable to the Client, its directors, officers, employees, agents and other persons visiting the Client at the Facility for:

- A. any personal injury or death of or loss or damage to any property belonging to the Client, its directors, officers, employees, agents and other persons visiting the Client at the Facility or any other person in, on or about the Facility, unless resulting from a breach of the obligations of ABO or an act or omission by ABO or those for whom ABO is in law responsible.
- B. any act or omission (including theft, malfeasance or negligence) on the part of any agent, contractor or person from time to time employed by it to perform janitorial services, security services, supervision or any other work in or about the Premises or the Development, provided the Landlord exercised reasonable care in the hiring or retaining of such agent, contractor or person;
- C. damage required to be insured against by the Tenant.
- D. any loss of profits, loss of use of data, interruption of business, or for indirect, special, incidental or consequential damages of any kind incurred by the Client;
- E. any claim or other proceeding against the Client by a third party; or
- F. any representation or warranty made to any third party by the Client.

Swipe Card Access

The building is accessible by swipe card access. The second floor of 44 Gaukel can only be accessed through the doors facing the GRT (cement staircase). The outside doors of Gaukel will be open during standard working hours, 8:30 am – 5:30 pm Monday – Friday. If your rental takes place outside of these times, swipe card access will be required to access the building. The outside doors lock automatically, so a door person must be available to open the outside doors. You are not permitted to prop a door open or interfere with the locked door in anyway.

For rentals happening within regular building hours, a swipe card will not be issued, you will only receive a suite key.

A \$100.00 fee will be charged for lost or unreturned swipe cards.

Hours

Tenants of 44 Gaukel have 24-hour access to the building. Please be respectful and aware that tenants may be using the space outside regular building hours. Policies surrounding shared space are still in effect after regular building hours.

Storage

The rental suites at 44 Gaukel are community spaces and therefore renters are not permitted to store belongings in the studios or shared spaces between rentals. The space must be vacated immediately following booked rental time.

Fees will apply for storage left outside of agreed rental times.

If you are booking the space for two (2) or more consecutive days, minimal storage may be left in the rental suite. If you will be booking the space for two (2) or more consecutive days but are open to accommodating other renters when the space is not in use, ArtsBuild and 44 Gaukel can arrange for alternate minimal storage outside of the rental suite for the duration of the rental. Please see section on **Rental Rates** for more storage policies.

ArtsBuild does not have access to the basement at 44 Gaukel for storage.

Cleaning and Janitorial Services

Regular cleanings are scheduled to ensure basic cleanliness is maintained in our common areas (including lobby, washrooms, hallways and shared tenant spaces). You are responsible for ensuring that your rental space is free of garbage and debris of any kind. Garbage and recycling bins are provided.

Garbage, Recycling and Waste

Any waste that has been created during your scheduled rental time needs to be placed in the bins provided in the rooms. If the amount of waste exceeds what can fit in those bins you are required to remove the waste.

Elevator

There is one elevator to access the second floor of 44 Gaukel. Use of the freight elevator is not permitted. Should you require the use of the freight elevator, please request at time of booking.

Food and Catering

All food and non-alcoholic beverage must be provided by an insured caterer. Events serving food/beverage may be subject to additional cleaning fees. All food and beverage must be cleared and disposed of within an hour of the reception's completion, otherwise we can charge a clean-up fee at our discretion.

ArtsBuild is happy to recommend nearby catering. Please inquire at time of booking.

Alcohol

Renter must possess a Special Occasion Permit, obtained by the Renter and submitted prior to rental booking to bring alcohol onsite. Events serving alcohol may require additional security arranged by the renter.

Crime Free Policy/ Illegal Activity

Any criminal act or use of illegal substance by anyone on 44 Gaukel property is prohibited and will result in legal action. Any incidents by a renter or guest, employee, contractor or affiliate or renter will be the responsibility of the renter and appropriate legal action will be taken.

Parking

ArtsBuild Ontario and 44 Gaukel are not required to provide parking for renters. There is a paid lot directly behind 44 Gaukel with a rate of \$2.75/hour to a maximum of \$10.75/day, Monday through Saturday – free on Sundays. There is free one hour and two-hour parking nearby on Joseph Street and Water Street.

ArtsBuild is not responsible for any city by-law violations incurred by renters.

If you have any questions or concerns regarding these policies, please contact ArtsBuild Program Coordinator – Eilidh Fisher at (519) 880-3670 ext. 101 or eilidh@artsbuildontario.ca