

## 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.

### Policies and Procedures Highlights

- A. 44 Gaukel is a co-working space and as such renters need to be respectful of the tenants and other renters in the building in regards to noise and cleanliness – see General Expectations below.
- B. Outdoor shoes are not permitted on the Rosco floor in the Rehearsal Space – see Rehearsal Space for more details below.
- C. The outside doors of Gaukel are not to be propped open at any time – see Swipe Card Access for more details below.

### 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 11,000 sq. feet of space, split between the Accelerator Centre and the arts and culture community. The building's business hours are from 8:30 – 5:00, Monday to Friday, however the building's tenants have 24/7 access to the building. Renters of the space also have access both during and after business hours.

### 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 business hours), meeting room and break 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 and be wary of excessive loud noises during working hours.

Renters are not to move, damage or alter in any way the artworks on display in the O Gallery. If you are interested in exhibiting or purchasing any of the works on display, please contact [tyler@artsbuildontario.ca](mailto:tyler@artsbuildontario.ca).

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 room, lobby). Damage fees will apply.

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

## Rental Information & Suite Specifications

### 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 wall mirrors and large whiteboard. 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 provided to gently open or close the curtains. While the curtains absorb some sound, please note that the room is not soundproof. We therefore ask that renters do not bring in drums or amplifiers.

**Outdoor shoes are not permitted on the Rosco floor.** Bare or socked feet, or soft-soled slippers only please. **Unprotected tables and chairs are not permitted** on the Rosco floor, please use the tennis ball covers provided. Tables and chairs are can be used on the laminate surface.

The rehearsal space books at a rate of \$8 per hour + HST, with a 3 hour minimum.

### 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. Additional chairs and tables are available in the space.

Please note during regular business hours the lounge is a shared space for staff and tenants: it is available for rentals after 5:00 PM Monday through Friday and until 10:30pm on weekends. The Lounge can be booked by the hour at a rate of \$8/hour + HST.

## O-GALLERY

This is an exhibition space set up for the purpose of supporting community and emerging artists, interested in displaying their works for sale in a public space. If you are interested in this space, or purchasing any of the works on display, please contact Tyler Woodward– [tyler@artsbuildontario.ca](mailto:tyler@artsbuildontario.ca)

## Restrictions

We ask that only gaffer's tape, painter's 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 this purpose.

The space does not include any equipment, but there are chairs and a table. 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 available at \$8 per hour + HST, with a three hour minimum booking.

The latest that can be booked is 10:30 PM The earliest you can schedule is 8:00 am.

The rental period is inclusive of set-up and tear down. If you require extra time for set-up/tear down, please specify when booking.

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, 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.

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 a nine hour per day rental on Monday through Sunday (example: 1:00 PM – 10:00 PM).

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 day (8:00 am – 10:30 PM ) of your rental to allow us to schedule other renters efficiently.

To accommodate 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

The rental agreement must be signed before the rental, and ArtsBuild will issue an invoice for the cost of the rental after the rental period to ensure that the amount of time invoiced is accurate. Payment can be made through the SpaceFinder Waterloo Region booking system, cash, cheque or credit card. All cheques must be payable to ArtsBuild Ontario. **Late payment of 30 days or more will result in the cancellation and refusal of future bookings until payment is received.**

## 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 and Communications Coordinator, Tyler Woodward at [44Gaukel@artsbuildontario.ca](mailto:44Gaukel@artsbuildontario.ca).

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

## Deposit

We do not require a deposit for rentals if the total cost is below \$100, but our cancellation policy applies. Bookings that are \$100+ require a 50% deposit prior to the rental date.

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.

If you are using the O Gallery, ArtsBuild, Accelerator Centre nor 44 Gaukel tenants and their guests are responsible for the theft, loss or damage of any of the artwork on display or being stored for display.

## 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 former GRT station. The outside doors of 44 Gaukel will be open during standard working hours, 9:00 AM – 5:00 PM Monday to 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 \$50.00 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 with ArtsBuild Ontario. 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 beverages 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 rental'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, \$ 2.35/hour to a maximum of \$11.30 a day, Monday through

Saturday and free on Sundays. There is free one hour and two-hour parking nearby on Joseph Street and Water Street.

ArtsBuild Ontario and the Accelerator Center are not responsible for any city by-law violations incurred by renters.

**If you have any questions or concerns regarding these policies, please contact ArtsBuild's Program and Communications Coordinator – Tyler Woodward at (519) 880-3670 ext. 101 or [44Gaukel@artsbuildontario.ca](mailto:44Gaukel@artsbuildontario.ca)**