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RE: Seniors Centre at St. Lawrence Market North

FAQs [Note: the complete list of terms and conditions of use is on the SLNA web site.]

1. **What and where is the Seniors Centre?**

   The Seniors Centre is a room on the second floor of the St. Lawrence Market North building, located at 92 Front Street East, Toronto, Ontario M5E 1C3. It is approximately 500 square feet in size, with a maximum capacity of 50 people.

2. **What is its purpose and who owns and manages it?**

   The Seniors Centre is in a public building, owned by the City of Toronto. Under the terms of the zoning by-law for the property, the space is reserved for use by seniors in the community for the general purposes of reducing isolation and increasing community engagement.

   Under an agreement with the city, the St. Lawrence Neighbourhood Association is responsible for managing and programming the activities in the space.

3. **Who can use it and how much does it cost to use?**

   As it is a public building, anyone living in Toronto may request use of the Centre. Preference is given to seniors (ages 55 and older) and local residents.

   There is no cost for users.

   The space is primarily intended for use by recognized neighbourhood organizations (SLNA as an example), committees or groups from neighbourhood housing groups, including community housing, condominiums, and co-ops (*Aging in Place* activities, for example), and local, volunteer-led non-profit organizations or groups

4. **What activities are permitted and who can use it?**

   The facility is reserved exclusively for non-profit making purposes.

   Social activities, educational workshops, information sessions and similar activities are generally permitted.

5. **When is the Centre open?**

   Regular hours are Monday to Friday from 9am to 9pm, and 9am to 5pm on weekends. Closed on statutory holidays.

6. **Booking the Centre:**

   A booking application must be submitted, in advance, for each booking requested. The booking form is available on the SLNA website as a fillable Word document [LINK].

Bookings may be requested up to 90 days in advance, with a maximum of three bookings for a single organization/group in any single month

7. **Rules and Regulations:**

There is a comprehensive list of rules and regulations available on the SLNA web-site. Users must affirm that they have read and will abide by these Rules and Regulations. Selected extracts follow:

Amenities:

- tables and chairs are available at no charge on a first-come, first-served basis
- a portable large format TV is available upon request
- free, open, public Wi-Fi is available
- there is no water nor any kitchen facilities in the Centre; water (i.e., a bottle filling station) and washrooms are available elsewhere on the second floor

Food and beverage:

- prepared foods, coffee, tea, and single-serve beverages may be brought in
- the sale and/or distribution of bottled spring water is prohibited by the City of Toronto
- alcoholic beverages are strictly prohibited

Room Set-up and cleaning:

- set-up services are generally not available; users should expect to set-up the room themselves
- event organizers should expect the space to be clean and tidy upon arrival, and must leave the space in the same clean, neat and tidy state when they leave, including straightening chairs and tables
- all event materials, garbage, recycling, and compostable food waste must be removed from the room and disposed of in designated second-floor receptacles, in accordance with the City's waste diversion guidelines
- prepared foods, coffee, tea, and single-serve beverages may be brought

Room decoration and event staging:

- event materials, including signs and displays cannot be affixed to walls, pillars, or windows anywhere in the building, including in the Centre itself. All display materials pertaining to any event must be placed on easels or display units

Animals and pets:

- service animals are permitted if they are easily identifiable (via a vest or harness) or accompanied by documentation from a regulated health professional

Prohibited items / activities (examples):

- smoking is strictly prohibited in and around the building
- open flames, candles, incense, barbecues, and fireworks are prohibited
- activities involving raffles, beauty pageants/contests, megaphones, placards, picket signs (or similar) are not allowed
- fundraising or soliciting of donations or contributions is not permitted; bookings whose primary purpose is the sale of goods and/or services will not be accepted