Terms and Conditions for Use of the *Seniors Resource Center at St. Lawrence Market North*

- *The Seniors Resource Centre at St. Lawrence Market North (Seniors Centre) is a City of Toronto owned space on City of Toronto property. As such the rules, regulations and terms and conditions of use (below) are based on and are consistent with City of Toronto policies. In case of a discrepancy, City of Toronto policy shall have precedence.*
- *The St. Lawrence Neighbourhood Association (SLNA) is managing the use of this facility under an agreement with the City of Toronto.*
- *Requests for use of the Centre can be made by submitting a Booking Application through SLNA [https://www.slna.ca/seniors-centre.html]*
- *Failure to comply with these Terms & Conditions of Use may result in the temporary or permanent suspension of the event organizer's access to the facility, at the discretion of the SLNA Board of Directors.*

Accessibility
All City of Toronto properties are public facilities, and therefore, no event may block or hinder the normal passageways for pedestrians and emergency vehicles.

Admission Fees
Attendance fees may be established – responsibly – by the event organizer, on a cost recovery basis only. Neither the St. Lawrence Neighbourhood Association nor the City of Toronto are responsible for fee setting or fee collection.

Alcoholic Beverages
Alcoholic beverages are not permitted.

Animals
Service animals are permitted. An animal is a service animal if it is easily identifiable (e.g., vest/harness) or with documentation from a regulated health professional.

Notwithstanding the permission in the previous paragraph, exotic animals are not permitted on any City of Toronto property. The list of prohibited animals is extensive and includes monkeys, all felines, except domestic cats, all-venomous reptiles and elephants. Please refer to the Prohibited Animals list on the City of Toronto's website.

Anti-Hate; Anti-Harassment; Anti-Racism
Use of the Seniors Centre is contingent on user certification that no activity will be conducted which violates the Criminal Code of Canada – including hate propaganda laws and the human rights act. No uses will be permitted which promote views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, ancestry, color, citizenship, religion, age, sex, marital status, family status, sexual orientation, gender identity, disability, political affiliation, receipt of public assistance or level of literacy.

Users are also required to conform to the St. Lawrence Neighbourhood Association's Anti-Racism, Access and Equity Policy and its Harassment Policy. (https://www.slna.ca/policies.html)

Amplified Sound; Use of Microphones
Events are expected to be conducted at noise levels that respect normal building operations and both day-to-day and other building activities.

Acceptable noise levels shall be determined by building management.

Balloons
Helium and regular balloons are permitted for decorative purposes only. The distribution and/or release of balloons is not permitted. The intent to use balloons shall be noted on the event booking application.

Barbecues
Not permitted.

Beauty Pageants or Contests
Activities which degrade men or women through sexual stereotyping, or exploit the bodies of men, women, boys or girls solely for the purpose of attracting attention are not permitted.

Beverages
The following beverages may be brought in for a booked meeting or event:

- purchased, single serving or bulk coffee, tea or other prepared (hot or cold) beverages;
- bottled or canned drinks, including water, in single and multi-serving sizes;
- no alcohol is permitted.

The event organizer may charge for beverages on a cost recovery basis only.

Booking Policy

- requests for use of the Seniors Centre may be made by submitting a Booking Application through the SLNA web site [https://www.slna.ca/seniors-centre.html]
- the maximum number of booked events allowed in any one month is two (2)
- the maximum number of bookings that may be made at one time is three (3); they can be for events up to 90 days in advance
- preferred booking time slots are:
    - M-F: 9:00-11:00 AM; 11:30-2:30 PM; 3:00-5:00 PM; 6:00-9:00 PM
    - S-S: 9:00-11:00 AM; 11:30-2:30 PM; 3:00-5:00 PM
    - a maximum of two consecutive time slots will be permitted, per booking; the time between booking slots will be included for consecutive slots
    - requests for longer events will be considered on a case-by-case basis, at the discretion of the SLNA Board of Directors
- SLNA may, at its discretion, establish a maximum number of bookings per year for any single applicant

Bottled Water
The City of Toronto does not permit the sale and/or distribution of bottled spring water on the property.

Building Security, Contact
Building Security is on duty 24/7 and maybe contacted at <contact info>

Candles
Open-flamed candles and the burning of incense are not permitted.

Capacity
The Seniors Centre has a maximum capacity of 50. It is approximately 500 square feet in size.

Catering / Sale of Food
Only prepared foods may be brought in to the Seniors Centre. No food may be prepared on-site.

The event organizer may charge for food on a cost recovery basis only.

Children
Children under the age of twelve must be accompanied by an adult and may not be left unattended.

Damages
Should any damage to City of Toronto property or equipment be found after an event, the event organizer will be responsible for any costs related to repairing the damage. These costs are payable to the City of Toronto by the event organizer immediately upon receipt of an invoice. (See also **Inspection**.)

Deliveries
Scheduling of loading and unloading privileges will be arranged during operating hours based on availability and must be arranged at least two weeks in advance through a St. Lawrence Market Facility Event Coordinator (contact info). Freight elevators may be used and are scheduled in specific time blocks based on availability. Loading and unloading outside of operating hours is at the sole discretion of building management, and may incur supplemental charges.

Dignitaries
If dignitaries and/or other high profile individuals are attending any event, their names/titles must be noted on the Booking Form.

Displays, Literature, and/or Signs
Signs and displays may not be affixed to any walls, pillars, windows, etc., in the Seniors Centre or on the property. Signs may be placed on easels and/or display units.

Other than simple wayfinding information, all event related signs or displays must be pre-approved, as well as all supportive and take-away materials (i.e., pamphlets).

All signs, displays and information materials must adhere to the City of Toronto Corporate Facilities Display and Fundraising Policy and Guidelines.

Electrical Power
Plans for any special electrical requirements must be presented at least two weeks prior to the event for approval by a St. Lawrence Market Facility Event Coordinator. Additional electrical services may be made available upon request and may incur supplemental charges to the event organizer. The organizer is responsible for providing pre-approved (i.e., CSA approved) extension cords and cable matting which the set-up may require. For complex set-ups, a permit from the Electrical Safety Authority may be required.

Equipment
No in-house audio-visual equipment is available at this time. Furniture (tables, chairs, lecterns, etc.) is available free of charge on a first come, first serve basis.
For events where extensive set-up assistance is required, supplemental charges may be applied.

Fire
Any form of open flame is prohibited.

Fireworks
Fireworks are prohibited.

Flags
The desecration of flags or other national symbols is prohibited.

Food
Only prepared foods may be brought in to the Seniors Centre. No food may be prepared on-site.

The event organizer may charge for food on a cost recovery basis only.

Fundraising
No fundraising activities are allowed at this time. Soliciting for donations is prohibited

Insurance
The event organizer is responsible for obtaining the necessary Comprehensive General Liability Insurance coverage (if required). Should the event require liability insurance, the following provisions must be included:

- minimum liability of $2,000,000.00;
- the St. Lawrence Neighbourhood Association and the City of Toronto be named as additional insured; and
- cross liability/sever ability of interest clause.

A copy of the Certificate of Insurance must be provided before the Booking can be finalized. A signed Save and Hold Harmless Clause must also be signed prior to the event. This protects the Organization under the City of Toronto insurance plan if the event does not include any activities noted. Note that participants in your event may require waivers, if the event activity is deemed risk sensitive.

Inspection, Pre-inspection
When the event organizer arrives at the Seniors Centre, any prior damage observed, and any complaints regarding room tidiness should be reported to building security immediately. As appropriate, the event organizer may also wish to submit photographic evidence of damage or untidiness to slna@slna.ca.

Internet & Wi-Fi
Free, open, public Wi-Fi is available in the Seniors Centre. Connect to "City_of_Toronto", accept the terms and conditions, and join the Wi-Fi network. No user name or password is required. Note that the bandwidth may not be sufficient for all uses.

Lighting
All event specific requests must be submitted and pre-approved before the event. Note that the building does have emergency lighting, which cannot be dimmed or turned off.

Literature
See: **Displays, Literature, and/or Signs**

Lost, Stolen or Misplaced Articles
Neither the St. Lawrence Neighbourhood Association nor the City of Toronto is responsible for any items stolen from the property or for any items misplaced or left on the property.

Megaphones
Megaphones are prohibited.

Media
The event organizer is responsible for the issuing of any press release or public service announcements, as necessary.

High profile Events, including those with high profile attendees must be noted on the Booking Form.

Noise Levels
Events are expected to be conducted at noise levels that respect normal building operations and both day-to-day and other building activities. [Note that Municipal Court Services operates in the building from 8:30 to 4:30, Monday to Friday.]

Acceptable noise levels shall be determined by building management.

Non-Discrimination Policy
All event organizers are required to complete and sign the City of Toronto's *Declaration of Non-Discrimination Policy*. (web-link)

Non-Profit vs. Profit
Use of the Seniors Centre is for non-profit making purposes only. Booking Applications whose primary purpose is the sale of goods and/or services will not be accepted.

Occupancy Load
The Seniors Centre has a maximum occupancy of 50 people (based on Fire and Building Code Regulations) which may not be exceeded.

Parking
Commercial parking is available in the Green P parking lot located under the building. Access to the (underground) Green P lot is from the northeast corner of the building, off Jarvis St. Deliveries may be arranged via temporary parking permits; however, all vehicles must be removed promptly after loading and/or unloading. (see **Deliveries**). Unauthorized vehicles on the property will be tagged and/or towed at the owner's expense.

Placards
Placards and/or picket signs are not permitted.

Political Events
SLNA is a *nonpartisan* Association (https://www.slna.ca/policies.html, #5). The City of Toronto has Rules governing political events on City property. Booking requests for Political Events will be subject to additional scrutiny to ensure that they conform to SLNA and City requirements.

Profit vs. Non-Profit
Use of the Seniors Centre is for non-profit making purposes only. Booking Applications whose primary purpose is the sale of goods and/or services will not be accepted.

Raffles
Raffles are not permitted.

Reservations
To make a reservation, submit a Booking Application to through the SLNA web site [https://www.slna.ca/seniors-centre.html].

Rules & Regulations
The organizer must comply with all applicable SLNA and City of Toronto rules, regulations and by-laws. Failure to comply may result in the event being cancelled, and/or temporary or permanent suspension of the event organizer's access to the facility, at the discretion of the SLNA Board of Directors.

Safety and Security
For safety and security reasons, all exits, stairwells and security/reception desks must remain accessible at all times.

Event organizers and attendees must follow the instructions of building security staff at all times and particularly in the event of an emergency

Should the event organizer(s) find it necessary to engage a third-party security guard for an event, only a security service as outlined under the Private Security and Investigative Services Act may be contracted:

- The Security Company must be the holder of a licence to engage in the business of selling the services of security guards;
- The Security Guard must be the holder of a licence to act as a security guard;
- The Security Guard must have successfully complied with all required training;
- The Security Guard, or every person who is acting as a security guard, or holding himself or herself out as one shall wear a uniform that complies with the regulations.

Sales
Events whose primary activity is the sale of goods or services are not permitted.

Selling or distributing t-shirts, buttons, posters, books, magazines, crafts, or other similar items may be permitted in support of SLNA or City of Toronto initiatives and programs and must be pre-approved. Samples or photos/sketches of all proposed 'for sale' items should be included with the Booking Application.

Scented Products
The use of any scented products (including cosmetics, fragrances, hair sprays, deodorants, shampoos, lotions, body gels, laundry detergents and fabric softeners) which may trigger sensitivities or aggravate asthma, allergies and other medical conditions in certain individuals is strongly discouraged. Wherever practicable, eliminate use of scented products in favour of safe, unscented alternatives.

Size
The Seniors Centre is approximately 500 square feet in size. It has a maximum capacity of 50.

Smoking
No smoking is permitted in or around the building, per the City of Toronto No Smoking By-Law No. 406-79 (for public spaces). Violation will result in dismissal from the premises.

Sports
The Seniors Centre is most suited for activities which involve only light movement. Prior approval is required for any activity deemed to fall outside that category. Any more active activity approved may require a waiver from each participant, and must meet all safety requirements.

Staffing Costs
If staffing is required for an event, supplemental charges may be applied

Storage
Storage facility/space is not provided on any City of Toronto property.

Tidiness
The event organizer is expected to leave the Seniors Centre in a neat and tidy state at the conclusion of the event. Chairs and tables should be straightened. All event materials, garbage, recycling and compostable material (food waste) must be deposited in the designated receptacles on the second floor.
If a previous user has not left the room in an acceptable state, any complaints regarding damage or room tidiness should be reported to building security immediately. As appropriate, the event organizer may also wish to submit photographic evidence of damage or untidiness to slna@slna.ca. (See also **Inspection.)**

Users
The Seniors Centre may be used by anyone living in the City of Toronto, with preference given to seniors (55+) and to local residents.

Initial users are expected to centre around:

- recognized 'committees' or groups of individuals from the neighbourhood association or from one or more housing groups (including, without limitation, community housing, condominiums, co-ops,)
- recognized committees from (related) volunteer-led not-for-profit organizations

Vehicles
No vehicular access to the ground floor of the building is permitted for event organizers, special guests or attendees.

Washrooms
Washrooms are available at the north end of the second floor on the east side of the mezzanine.

Waste / Recycling Management
The event organizer is responsible for disposing of all event materials, garbage, recycling and compostable material (food waste). Designated receptacles are provided on the second floor.

[Note: the City of Toronto has a 70% waste diversion bylaw. Event organizers, applicants and attendees using City facilities are expected to use best efforts to comply with this bylaw.]

For information on recycling and what can be put in blue bins and green bins see http://www.toronto.ca/recycle.

Water
A water fountain and bottle filling station is located on the second floor of the building, north end.

Notes:

- event organizers must certify that they have read and will abide by these Terms and Conditions of Use;
- these Terms and Conditions of use are subject to modification at any time, without notice, at the sole discretion of the SLNA Board of Directors.

IMPORTANT SUPPLEMENTARY INFORMATION

1. If at any time an organization or an organization's meetings, events, displays, or other activities associated with the use of the Seniors Centre at St. Lawrence Market North do not comply with any SLNA or City Policy, including but not limited to the Corporate Facilities Display and Fundraising Policy, the Terms and Conditions, and the Human Rights and Anti-Harassment/Discrimination Policy, the SLNA may at the sole discretion of the Board of Directors:
    a. Cancel any meeting or event, remove any displays, signage, information or any materials erected in St. Lawrence Market North, without notice;
    b. Place a hold on the organization's future bookings for the Seniors Centre, until the organization complies with all applicable Policies;
    c. Refuse the organization's request(s) to book the Seniors Centre, until the organization complies with all applicable Policies;
2. Tentative booking of a date does not guarantee permission to hold the event. A tentative date becomes a firm event only once confirmed and when a booking approval is received;
3. Please be aware that due to legislative requirements and/or emergencies, scheduled meetings/events may be cancelled and/or moved to an alternate date or location via last minute notification.
4. The organization/event organizer agrees that all decisions made under sections 1, 2 and 3 above are final and shall save and hold harmless the St. Lawrence Neighbourhood Association and the City of Toronto, and their officers, employees and agents; members of Council and the Mayor for any loss or damage associated with a decision made under sections 1, 2 and 3 above.

My signature below certifies that I have read and understood the Terms and Conditions for Use of the Seniors Centre at St. Lawrence Market North and agree to abide by these conditions.

_____
Name of Organization

_____
Applicant Name (please print)

_____
Position in Organization

_____
Signature of applicant (Must be 19 years of age or over)

_____
Date