



MEETING ROOM RENTAL POLICIES

Thanks for booking a Meeting Room at CSI – high five! Please note these policies only apply to our Meeting Rooms – if you have rented one of our larger Event Spaces, please refer to the Rental Agreement provided by the Events Manager.

ACCESSING THE BUILDINGS

CSI's regular business hours are Mon-Fri, 9am-5pm.

Bookings that occur outside of regular business hours will require you to pick up an Event Pass during CSI's business hours, from the office you have booked at unless informed otherwise (please see below). Our team will inform the renter of this process at the time of your booking on the phone and is also findable at socialinnovation.ca/importantguidelines. It is the renter's responsibility to pick up the Event Pass from the relevant location; failure to come before your booking could mean that you are unable to access your room.

Please also refrain from posting signage (directing your guests upstairs, etc.) in the lobby of CSI Spadina or CSI Regent Park, as we are tenants there – not the owners! Instead, station a volunteer in the lobby to direct your guests to your meeting. Each location posts a Meeting Room schedule in the common areas of our office-space that your guests can also refer to.

Currently, CSI 192 Spadina is only bookable during business hours.



ACCESSING THE BUILDINGS AFTER HOURS

Please note the following information if your room booking will occur during off-hours:

CSI 215 SPADINA

Please pick up the Event Pass on the 4th floor.

The front doors of CSI Spadina at the Robertson Building are locked before 8am and after 6pm on weekdays, and are closed all day on weekends. These hours of operation include the elevators and stairwell. You will need an Event Pass to enter the front door of the building and to use the elevator to the fourth floor. Note that you need to press "4R" on the elevator.

CSI ANNEX

Please pick up the Event Pass on the ground floor.

At this office the renter may post a sign on the outer doors with your phone number and event information to direct guests. Please do not prop open the doors and remember to take down your signs afterward.

If you have booked Meeting Room 1, 2, 3, or 4 you will need to use the ground floor washrooms, accessible with the Event Pass.

CSI REGENT PARK

Please pick up your Event Pass on the 3rd floor.

CSI Regent Park is located in the Daniels Spectrum building on the 3rd floor. The doors of the Spectrum building are locked before 8am and after 9pm on weekdays, and before 10am and after 6pm on weekends. The elevator to the third floor does not work before 8:30 am and after 7 pm during the week and all day Saturday and Sunday. For after-hour bookings, you can enter the building and the third floor with an Event Pass that you swipe on a card reader located in the vestibule by the main entrance and in the elevator.

For security reasons, only people with the Event Pass can allow guests to enter the space after-hours. The Artscape building security guard is prohibited from letting guests enter the building. We encourage renters to assign a volunteer who can bring guests to the 3rd floor using the Event Pass.

You are kindly asked to return your Event Pass at the relevant location's designated key return box, which will be shown to you when you pick it up. There is a \$75 charge for unreturned Event Passes. Renters will be asked to sign a separate waiver relevant to the Event Pass upon picking it up.

CSI Members enjoy 24/7 access to our workspaces, and may use their Member pass for all of the above actions with no need to sign out an Event Pass.

USING OUR SPACE

Ours is a DIY culture... what the heck does that mean?

- Hundreds of people use CSI facilities every day; please be respectful and book enough time at the start and end of your rental to account for any additional set-up or clean-up time.
- Users of Meeting Room facilities are responsible for their own room set-up and clean-up, unless otherwise agreed to. This includes putting debris in the appropriate compost/recycling/garbage bin, washing all dishes that have been used, placing used flipchart paper into the recycling, and wiping off the whiteboards or chalkboards. Failure to leave the room(s) in a clean and undamaged condition will result in a cleaning fee of \$50. A clean space is a happy space!
- If you remove or rearrange tables, chairs, or other items from the room, please return them after the booking is finished! There are floorplans posted in each meeting room location and CSI staff or volunteers are available to provide guidance during regular business hours.
- Please hang up any signage on our walls with sticky tack instead of tape, which can peel off our paint.
- We strive to produce as little waste as possible – if you are bringing in snacks, please feel free to use our kitchen facilities and dishware. Each location has a kitchen and dishwasher for your use. Please wash all your own dishes, separate your waste into the proper bins, and then pat yourself on the back for making a small but meaningful difference. Please avoid bringing in plastic water bottles and use our filtered water instead.
- Users agree to pay for any damages caused to CSI, its equipment, and its surrounding property as a result of the Meeting or Event. Please treat our space and equipment with



love and care! Please approach the Welcome Desk at any location for assistance in finding the items you have booked.

- Reserving a Meeting Room does not include use of the CSI workspace. CSI is home to hundreds of Members (tenants), so please be conscious of noise and foot traffic when using Meeting Room(s). Sometimes this may mean taking off shoes that may cause noise - respect!
- CSI management reserves the right to monitor all functions being held on the premises. It also reserves the right to refuse space to any group that it considers inconsistent with the purpose and policies of CSI.
- CSI is not responsible for items left unattended, nor is CSI responsible for unsecured rooms and common areas. We wish we had superpowers, but sadly we can't be everywhere at once.

The provision of alcoholic beverages on CSI premises **must** be approved by the Events Manager prior to your booking. Any unapproved alcohol distribution in CSI Meeting Rooms is considered illegal and will result in the inability to book CSI space in the future, a potential financial penalty, and potential legal ramifications.

There is a chance that CSI may assign a different but comparable room to the user group, but will give notice and our full thanks for your understanding!

- Microphones and other amplification equipment are not permitted in Meeting Rooms during regular business hours, as this may affect our tenants and other Meeting Room renters. If a location offers computer speakers, these are permitted and we ask you to be courteous of those around you.
- Unless otherwise agreed to in writing, payment for all Meeting Room rentals will be sent via electronic invoice detailing your fees, including HST, within approximately 2 weeks of your booking(s). Payment can be done by cheque, credit, or e-transfer; email accounts@socialinnovation.ca with any financial questions.



EMERGENCIES

In the unlikely event of an emergency during business hours, contact the CSI staff on site immediately.

For emergencies that may occur off-hours, please contact the below:

CSI 215 SPADINA

- For emergencies regarding the **security alarm system**, contact Shona Fulcher at 647-287-7819 or Karine Jaouich at 647-389-5054.
- For **general CSI-related emergencies**, contact Shona Fulcher (Spadina Manager) at 647-287-7819.
- For **building emergencies** (flooding, etc) occurring after-hours contact the Kipling Group Security at 647-883-1783.

CSI 192 SPADINA

- For general **CSI-related emergencies**, contact Shona Fulcher (Spadina Manager) at 647-287-7819.
- For **building emergencies** (flooding, etc) contact Matt Guthrie (Facilities Manager) at 647-707-2368.

ANNEX

- For general **CSI-related emergencies**, contact Sacha Kumar (Annex Manager) at 647-970-2767.
- For **building emergencies** (flooding, etc), contact Matt Guthrie (Facilities Manager) at 647-707-2368.

REGENT PARK

- For general **CSI-related emergencies**, contact Shilbee Kim (Regent Park Manager) at 416 206 3445
- For **building emergencies** occurring after-hours (i.e. water, fire, snow damage to the building) Cindy Smith, (Daniels Spectrum Superintendent) at 416-509-3984



Failure to comply with the above policies, excessive noise, failure to pay for rental services, and/or damage may result in additional charges and the loss of rental privileges at the Centre for Social Innovation.

CANCELLATION

Out of fairness to all users of the space, CSI requires at least three (3) business days' notice of your cancellation or you will be billed the full amount of the rental. If you are a CSI Member and you do not cancel three (3) business days in advance, these hours will be deducted from your monthly allotment or overage charges will be applied.

To cancel a booking please call the office that you booked at and our team will help you out. Phone numbers for each office can be found here: socialinnovation.ca/meetingspace

CSI Members may cancel bookings by logging in to the community intranet.

INDEMNIFICATION

By renting spacing at CSI, you agree to release, hold harmless, and indemnify the Centre for Social Innovation from any and all liability, costs or other claims resulting from any and all claims originating as a result of the Organization's use of the premises, equipment, or any and all other facilities provided by the Centre for Social Innovation for the Organization.

Alright, now that we got that out of the way... you're going to love your time in our space! We thank you for choosing us and supporting our mission.

Please contact us for any further questions at events@socialinnovation.ca.

Have a great meeting or event!
