

### BACKGROUND: CALGARY MUNICIPAL COMPLEX

The purpose of these guidelines is to provide a balance between public access and use of the Calgary Municipal Complex *Plaza* space by external applicants/permit holders and the maintenance of an environment that supports and respects the various types of activities that occur on or in the Municipal *Complex*.

### MUNICIPAL COMPLEX BYLAW NUMBER 38M2012

The Municipal Complex Bylaw Number 38M2012 applies to all activities and *Events* that occur in the Calgary Municipal Complex *Plaza* space.

#### I. SCOPE OF GUIDELINES

Wherever a word used in these guidelines is *italicized*, the term is being used as it is defined in subsection (1), Bylaw 38M2012 and where any word appears in regular font, its common meaning in the English language is intended.

These guidelines reflect both the public and private nature of the *Plaza* space and ensure that its use is conducive to business and social activities, the safety of employees and the public, and a tolerant, diverse and vibrant civic community.

The City of Calgary (hereinafter referred to as “*The City*”) has priority use of the *Plaza* space for special *Events*, ceremonies, and displays and reserves the right to cancel or postpone an external *Event* should the *Plaza* space be required for an *Event* of *The City*.

#### II. RESTRICTIONS ON USE OF THE PLAZA SPACE

1. A *person* or *persons* may stage or hold an *Event* on the *Plaza* space or carry out an activity on the *Plaza* space only between the hours of 7 a.m. and 11 p.m.
2. A *person* or *persons* may access and obtain **exclusive** use of the *Plaza* to stage or hold an *Event* by contacting the *Complex Manager* to register the *Event*. (see ‘How to Register for Exclusive Use’).
3. The *Complex Manager* or an *Officer* will require a *person* or group staging, holding or participating in an *Event* on the *Plaza* space or carrying out an activity on the *Plaza* space who has not registered the *Event* or activity to leave or move to another location on the *Complex Exterior* if any one of the following occur:
  - a) *The City* is carrying out maintenance procedures on the *Plaza* space on that day;
  - b) *The City* is holding or staging an *Event* on the *Plaza* space on that day;

- c) Another *person, persons* or group has registered an *Event*;
  - d) The *Complex Manager* reasonably determines that either:
    - (i) The *Plaza* space cannot be used for an *Event* on that day due to special circumstances as identified by the *Complex Manager*; or
    - (ii) The *Event* or activity is not appropriate for the location of the *Plaza*;
    - (iii) The *person* or group of *persons* contravenes a provision of Bylaw 38M2012.
4. An *Event* must not be staged on or held, or *persons* attending or participating in an *Event* must not gather or remain, in or on any of the following locations:
- a) An *entrance/exit zone*, as shown on Schedule “C” attached to Bylaw 38M2012;
  - b) Any memorial located on the *Plaza* space.
5. For additional requirements and information please refer to Bylaw 38M2012.

### III. TYPES OF EVENTS

1. The following *Events* are allowed by external users on the *Plaza* space and the *Complex Exterior* if:
- a) The *Event* is a *demonstration*;
  - b) The *Event* is one of the following:
    - (i) An organized *Event* by a registered not-for-profit or charitable organization;
    - (ii) An organized *Event* by a local school accredited by Alberta Education.
2. Activities having a commercial purpose or *Events* that charge admission / entry fees are not allowed;
3. No *Events* or activities that might disrupt the normal ongoing operations of the Municipal Complex during the *business hours* of 8 a.m. to 4:30 p.m. will be allowed.

### IV. HOW TO REGISTER FOR EXCLUSIVE USE

1. Complete and submit the online registration form at [calgary.ca/municipalcomplex](http://calgary.ca/municipalcomplex) or contact 311.
2. Registration of an *Event* by a *person* or group of *persons* for exclusive use of the *Plaza* space is limited to once a month.
3. When a registration is received *The City* reserves the right to set the level of service required for use of the *Plaza* space. Any additional cost incurred in providing the required level of service will be invoiced back to the registrant. These services may include, but are not limited to:
- a) Staff member(s) of *The City*;

- b) Custodial services;
  - c) Security;
  - d) Trades or services;
  - e) Damage / repair / cleaning costs;
  - f) Other personnel and services as deemed necessary.
4. An estimate of costs for staff time, equipment and / or services provided by *The City* will be identified at the time of registration confirmation.
  5. Any outstanding invoices will result in the group being restricted from using the *Plaza* space until payment in full has been received.
  6. The *Complex Manager* will respond to a *person(s)* registration request by email or mail within a reasonable period of time after receiving the request to confirm the registration.

## V. RESPONSIBILITY OF USER

### 1. General

- a) The *person(s)* using the *Plaza* space is responsible for coordinating the rental, delivery, set-up and all related costs for the equipment required for the *Event*.
- b) The *person(s)* must be responsible for the maintenance and care of its display/activity. *The City* is not responsible for damages or losses of any materials and / or equipment brought into the *Plaza* space for use during an *Event*, display or activity.
- c) The set-up and takedown of displays/activities are the responsibility of the *person(s)* and must not interfere with the normal operation of the *Complex*.

### 2. Marketing / Signage

- a) All promotional material naming *The City* must be approved by the *Complex Manager* prior to final production.
- b) All signage and banners must be approved by the *Complex Manager*. *The City* reserves the right to remove any signage deemed inappropriate.
- c) All signage promoting an *Event* or exhibit must be displayed on a table, easel or sandwich board next to the display. No items can be attached in any way to the building structure.
- d) A *person(s)* must not affix or attach any thing or object to:
  - (i) Any part of the *Complex*; or
  - (ii) Any property of *The City* located on the *Complex*, including a tree, shrub or other plant.

### 3. Sound

- a) Noise levels must be kept to a minimum during the *business hours* of operation of the *Complex*: Monday to Friday from 8 a.m. to 4:30 p.m.
- b) Use of a *sound amplification device* in the *Plaza* space must be approved by the *Complex Manager*.

#### 4. Food

- a) Preparation and distributing any food product, or cooking any food product for distribution to other *persons* by using a source of heat to boil, bake, roast, grill or barbecue the food is prohibited unless all of the following requirements are complied with:
- (i) The *person* prepares or cooks and distributes the food products in a location on the *Complex Exterior* designated by the *Complex Manager*;
  - (ii) The *person* is in possession of, and provides to the *Complex Manager* or an *Officer* upon demand, a current approval, in writing, from the regional health authority for the preparation, cooking and distribution of food for the specific *Event*;
  - (iii) The *person* complies with all safety requirements of the *Complex Manager* for any equipment used to provide a heat source, including all of the following:
    - A fire extinguisher meeting all requirements of the Alberta Fire Code must be available at all times during the use of any equipment providing a heat source;
    - Equipment providing a heat source must have any propane cylinders approved by a testing agency registered with the Standards Council of Canada and requalification of the propane cylinders must be in accordance with the Canada Standards Association “Propane Storage and Handling Code” as required by Alberta Regulation 113/2005 and proof of such approval or requalification must be provided to the *Complex Manager* upon request;
    - Use of any equipment providing a heat source cannot be used in tents or where flammable material is overhead or near the heat source;
    - Equipment providing a heat source cannot be used on the *Plaza* space if vehicles are on the *Plaza*.
  - (iv) The *person* is in possession of, and provides to an *Officer* upon demand, a commercial general liability insurance policy with an insurer licensed to do business in Alberta for the *Event* where the preparation or cooking and distribution of food is to take place, in a form and in an amount satisfactory to the City Solicitor, which includes all of the following:
    - *The City* as an additional insured;
    - A cross-liability clause;
    - Products and completed operations coverage.
- b) *Pre-packaged food products* may only be distributed on the *Complex Exterior* if the *Complex Manager* has given approval in writing for the distribution of a *pre-packaged food product*.

#### 5. Merchandise Sales

- a) Sale of merchandise or product, including the sale of newspapers, magazines

or food or beverages is prohibited.

## 6. Other

- a) Vehicle access or parking is not permitted on the *Plaza* space.
- b) On-site storage is not permitted in or on the *Plaza* space.
- c) No moving of *The City's* equipment, furniture or planters located in the *Plaza* space will be permitted unless approved and/or carried out by City personnel.
- d) Equipment / supplies must be removed immediately at the conclusion of the *Event*.
- e) A *person* cannot light a fire, or carry any candle or torch, or maintain an open flame of any kind within the *Plaza* space without prior approval.
- f) A *person* must not place or leave, or allow to be placed or left, in or an area of the *Complex*, any structure, object, substance or thing that:
  - (i) Obstructs the free use of the particular area;
  - (ii) Impedes or interferes with the passage of *persons*; or
  - (iii) Is a safety hazard.
- g) *Events* and displays on the *Plaza* space must meet security, fire and safety standards approved by *The City*.

## VI. CONSEQUENCES OF NON-COMPLIANCE

Failure to adhere to these guidelines, any provisions of these guidelines or the Municipal Complex Bylaw may result in prosecution pursuant to the Municipal Complex Bylaw 38M2012, immediate termination of the *Event* and jeopardize the ability of the permit holder to apply for future use.

## VII. APPEALS

If an application for a permit to use the *Plaza* space is denied, the applicant may appeal to the *Director, Corporate Properties & Buildings*. The instructions for such an appeal will be included in the notification sent to the applicant.