



**KIRK CENTRE**  
Est. 1959  
"heart of the community"

13535-122 ave NW  
Edmonton, AB, T5L 2V7  
780-438-6619  
kirkucentre@gmail.com  
kirkcentre.ca

## Partner Tenant Code of Conduct

We welcome you into Kirk Centre. We want to have a building that is environmentally sound, affordable, clean and pleasant for everyone using it. With these goals in mind, we ask you to adhere to the following:

### 1) What space can you use?

You are limited to using the rooms/areas identified for the times specified in the Lease and/or Contract. We ask that Tenant Partners keep to using the nearest washrooms and passage to those rooms/areas. Children are welcome but must be supervised at all times.

### 2) Would you like to move any furniture?

Each room is supplied with tables and chairs that are to be set up and returned at the beginning and end of each rental period. If more permanent furniture needs to be moved into, or out of, the room/areas identified, the Kirk Centre office must grant prior permission. After your event, any furniture moved must be returned to its original location.

### 3) Dishes/Glasses/Cutlery

We require all Tenant Partners who use Kirk Centre's dishes and cutlery to agree to carefully clean and put away the dishes, glassware and cutlery used as directed by the signs in the kitchen. If disposable cups, plates and/or cutlery are used, the Tenant Partners must empty them in a garbage and dispose of the garbage in the main bin at the back (south) of the building.

### 4) Cooking

You are welcome to use our ovens and stove tops, but you may not use it for cooking grease items such as bacon, pork chops or any other food considered to spatter. At Kirk Centre, we are proud to hold a certificate for a Non-Grease Cooking Commercial Kitchen. Tenant Partners must take any leftover food with them or throw it in the garbage. Tenant Partners must remove all garbage into the large bin out back (to the south) of the building.

### 5) Need AV Assistance?

An AV tech may be provided if necessary for your event. AV tech are only available for Sanctuary rentals. The AV techs are paid 100% of what Kirk Centre charges. They are \$25.00 per hour with a minimum of 3 hours (\$75). Once Kirk Centre puts you in touch with your AV tech it is between you and your tech to schedule meetings, rehearsals and any data and files needed.

### 6) Protect the Walls

Tape or tacks cannot be used to affix items to the walls. Sticky putty may be used instead. There are cork boards on certain walls where tacks can be used. Note: Some of these tack boards are designated to long term Tenant Partners. This agreement does not include these cork boards. Use the cork board designated to only your group, or the Kirk Centre Community cork board. Markers are to be used on the flip charts easels. Any damage to the walls from thumbtacks, tape, markers, crayons and/or stamps will result in damage fees.

### 7) Whiteboards

Be sure to use dry erase markers only. Whiteboards are for business use only.

### 8) Smoking

Smoking or vaping is not permitted in the building.

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INITIALS



**9) Alcohol**

The use of alcoholic beverages is permitted on Kirk Centre property with proper licenses in place. These licenses must be displayed during the event and are the responsibility of the tenant partner.

**10) WIFI**

Kirk Centre supplies a guest WIFI and may be used for business/rental use only. Tenant Partners may request the password from Building management. If you are given the password to be used for an event, the Tenant Partner agrees not to pass it along to others.

**11) Duty Elder**

If it is deemed necessary for your group a Duty Elder may be required at any point through your rental time at a cost of \$25 per hour with a minimum of \$75.00.

**12) Take care! Be respectful!**

- All activities carried on at a function must be consistent with those reasonably expected in a community centre facility;
- All activities on the premises must be orderly and responsible;
- Tenant Partners must abide by the City of Edmonton noise bylaws. Outside doors are to remain closed to prevent noise from disturbing neighbors;
- Tenant Partners must be respectful of others renting the facility at the same time. Noise levels must be kept at a level that will not disturb other tenant partners;
- No confetti or other difficult to clean items are allowed inside the church or on the church grounds;
- The applicant is responsible for the safety and security of the Kirk Centre building and their guests.

**13) Signage**

While your group is gathering, you are welcome to post a temporary sign. Signs may not block hallways or sidewalks. Permanent signs advertising an outside group on the Kirk Centre building or property is strictly prohibited.

**14) Garbage/Recycling**

Tenant partners are required to remove their own garbage to the outdoor bin. Large items are not permitted in the bins. All items that can be broken down to smaller pieces must be. Tenant Partners are welcome to use our bins for recycling pop, juice, water bottles and cans located in the main hallway and/or by the entrance to the Upper Auditorium/Gymnasium. All proceeds go directly to charity.

**15) Do unto others!**

All forms of abuse, harassment or discrimination are unacceptable. Discrimination in terms of sex, age, race, color, creed, sexual orientation or physical ability is not permitted. Any Tenant Partners who are found to be abusive, harassing or discriminating can have their Agreement, Lease or Contract terminated immediately. We encourage you to speak to Facility Staff or Building management if there are any concerns.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

