



# SPACE USE POLICY

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# SPACE USE POLICY

## 1. PURPOSE

The 519 makes space available for community organizations and individuals. The purpose of this policy is to:

- 1) Promote The 519's core objectives of providing equitable access to space, create a safe and affirming environment, serve the needs of catchment and 2SLGBTQ+ communities, and to outline the priorities of for and conditions of use for individuals and organizations seeking to book space at The 519.
- 2) Clarify for external groups and individuals seeking space:
  - The principles and general criteria for how The 519 allows space at The 519's building at 519 Church Street, Toronto to be used by internal programs, external groups and individuals.
  - The eligibility requirements to become a space user at The 519;
  - Their responsibilities and accountabilities if and when they are allocated space at The 519;
  - The 519's commitments to space users and how The 519 manages competing demands in a finite amount of space;
  - Expectations for groups that are approved for ongoing use of The 519's space, including participating in periodic reassessments of ongoing space use and compliance with a space user's obligations.

## 2. APPLICATION OF POLICY

This policy applies to:

- Employees, students, volunteers
- Groups and individuals requesting space use
- Eligible space users

## 3. BACKGROUND

The 519 is a secular, politically non-partisan community centre owned by the City of Toronto, and governed by a community Board of Management. Under the City of Toronto's *Relationship Framework*, a policy document that governs community centres such as The 519, the City of Toronto has delegated authority to The 519's Board to manage The 519.

The 519's Board has further delegated the authority to make operational decisions in alignment with Board and City policy to The 519's Executive Director. Decisions regarding space users are one type of decision delegated to The 519's Executive Director and staff.

Because we recognize the value of community leadership, community development and community health, the organization has long been committed to allocating a portion of our building at 519 Church Street in Toronto for use by community groups, partner organizations, and in some cases individuals. However, there is a finite amount of space subject to competing demands from our very active and engaged communities, and from our own need for space for staff, volunteers and programming.



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It is necessary to set policy to guide the management of those competing community demands on The 519's space, and develop procedures in accordance.

## 4. STATEMENT OF PRINCIPLES

In accordance with our obligations under the *Relationship Framework*, The 519's by-laws, and City policy, The 519 remains committed to fostering community and civic engagement. We are committed to maximizing space use within the priorities and policies of the City and The 519, and to providing community groups and individuals space to meet for positive and transformative social, societal, recreational, and educational gatherings with a particular commitment to local and broader 2SLGBTQ+ communities.

We adhere to our commitments to non-discrimination and safety and embrace the principles of community volunteerism, social justice, and equity and we are committed to providing and maintaining an open, accessible welcoming space where all people have a right to feel safe and be treated with dignity and respect.

## 5. DEFINITIONS

**Agreement:** a document that outlines the terms, conditions, and finite time frame for a space user's use of The 519's space.

**Applicant:** An external group or individual requesting to use The 519's space. Once a space use request has been approved, the group or individual is no longer an applicant.

**Clean-up:** Restoring order and tidiness to the room that a space user uses; returning the furniture to its original location, and the disposal of garbage; and removing personal belongings.

**Community-led:** An *unincorporated* group that does not exist to make profit or contribute substantially to the income of its members or leaders, and:

- that is advancing a mandate related to or aligned with the 2SLGBTQ+ communities of Toronto; and/or
- whose purpose is to serve/engage one of the communities of either the populations residing in The 519's Catchment and/or the priority populations in The 519's strategic plan.

The group is led by volunteers or peers, rather than staff of The 519.

**Commercial entity (as in commercial arts or other commercial entities):** An entity that is for-profit and does not fit the definition of a) Community-led group, or b) A non-profit organization or educational institution.

**Damage(s):** damage or destruction of The 519's building, equipment or consumable assets (paper, disposable items, food, etc.) caused during space use.

**Fee:** a monetary levy on space use, charged to a space user

**Group:** an umbrella term to cover any formal or informal group of people, whether an incorporated or unincorporated entity, which uses or applies to use The 519's space.



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**Key Contact:** The person in a group with whom The 519 communicates regarding space use.

**Non-profit:** A group which is incorporated under the Canada Not-for-Profit Corporations Act, the Ontario Not-for Profit Corporations Act, which may or may not be registered as a charity, and whose purpose is to serve; transform; organize; advocate for; inform, educate or train; feed; house; provide wellness activities for, or entertain.

**One-time/ One-time Use:** a situation where the space use is for a single event or meeting, and there is no anticipated further use at the time of the space use request.

**Ongoing/ Ongoing Use:** a situation where the space user wishes to use The 519's space at an interval over a long period of time—whether continuous or irregular—without any indicated end date for their need for space use

**Participant:** A person who attends a meeting or event at The 519 or who is part of a group that meets at The 519.

**Partnership Program:** A program run in partnership with The 519, whose purpose is to serve; transform; organize; advocate for; inform, educate or train; feed; house; or provide wellness activities for, and which serves the local community and/or 2SLGBTQ+ communities in Toronto.

**Pull-down:** This includes both a) removal or uninstalling of the items and/or decorations and/or equipment that the meeting or event organizer installed for their meeting or event, and b) the clean-up of the room (see definition of clean-up).

**Reassessment:** the process undertaken by The 519, in consultation with the space user, of looking at a space user's adherence to the agreement with The 519 and determining if the agreement can or should be extended and if so under which conditions.

**Short-term/Short-term Use:** a situation where the space user makes multiple bookings over a period of time, usually less than six months, and where at the time of the space use request, the applicant indicated a final event or meeting.

**Space:** A room or other area inside or outside of The 519 that is approved for use under this policy.

**Space Use Request:** A written request for space use, submitted to The 519 according to The 519's *Space Use Request Form*.

**Space Use Request Form:** The form, updated from time to time, created by The 519, to submit a written request for space use.

**Space Use Request Review:** the process undertaken by The 519 to evaluate a one-time, short-term or ongoing space use request and decide a) if space can be allocated at all under this policy; b) if the requested date(s) and time(s) can be accommodated and if not what other date or time could be offered, and c) if the requested room(s) or other space can be allocated and if not what other space may be offered.

**Space User:** An external group or individual approved to use space at The 519.



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## 6. ELIGIBILITY REQUIREMENTS: SPACE USER CRITERIA

Groups and individuals that have never before been approved for The 519's space, must first be determined to meet the basic eligibility requirements. Following approval, space users need only submit requests for specific meetings or events—whether those requests be one-time, for a short-term or for ongoing space use.

Groups and individuals that are deemed ineligible based on the Basic Eligibility Criteria may appeal the decision via The 519's Complaints procedure.

The following are basic eligibility criteria and based on The 519's sole interpretation we will not allocate space unless these basic conditions are met:

- The group or individual's purpose or membership aligns with [the policies of The 519](#) and/or with the mandate and priorities in The 519's current strategic plan.

## 7. ELIGIBILITY: ACTIVITY-BASED CRITERIA

Group and individuals who meet the eligibility requirements may request space at The 519. Space use requests will be assessed based on their eligibility under the following conditions:

1. The purpose of the meeting or event aligns with [the policies of The 519](#) and/or with the mandate and priorities in The 519's current strategic plan.
2. Based on the stated purpose of the meeting or event, The 519's staff have determined that a space user can adequately prepare itself, and its event or meeting participants, to meet their space use responsibilities and accountabilities, as specified in this policy and any related Agreement(s).
3. The 519 is able to determine that the group's event or meeting can foreseeably happen safely, without causing harm or damage to individuals or property.
4. The 519 is able to determine that the group and its activities are able to abide by The 519's Accessibility Policy and the group's requirements under the Accessibility for Ontarians with Disabilities Act (AODA).
5. There is sufficient time, before the proposed meeting or event is due to take place, for The 519 to conduct an assessment regarding the above criteria.

The following activities are not suitable and ineligible for space use at The 519:

6. Activities that are in violation of [the policies of The 519](#), the Criminal Code of Canada (including hate propaganda laws), or the Ontario Human Rights Code.
7. Activities that are likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor;
8. Where The 519 has determined it will pose a health and safety / security risk for The 519 and/or its users;



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9. Professional counselling, unless the counselling is provided by a partner organization that has been asked to provide those services at The 519;
10. Peer-based therapeutic group (as opposed to support group), unless clinical supervision arrangements can be demonstrated;
11. As per the City of Toronto's "[Use of Resources during an Election Period](#)" policy, campaign-related activities of a candidate or political party and during an election period;
12. Sexual activity (note that educational activities related to sexual health or sex positivity, or those related to artistic endeavors *are* permitted);
13. Consumption of Marijuana or alcohol unless
  - a. the consumption of alcohol is requested as part of the space booking process, and
  - b. the conditions for alcohol consumption are satisfied as per this policy; and
14. Consumption of illegal substances.

The 519 maintains the right to refuse a request for space based on the criteria in this policy, and to cancel an event or activity at any time.

## **8. ELIGIBILITY: SPECIAL CONDITIONS FOR FUNDRAISING EVENTS & EVENTS WITH FOOD OR ALCOHOL**

### **a) Fundraising events**

Space can be allocated for fundraising events or activities for non-profit groups including charities, as long as the following criteria are met:

- The organization or charity for which the fundraiser is being held has a purpose consistent with the City's and The 519's By-laws and policies;
- There is no gambling at the event including raffles—unless the operator of the event has a gambling license;
- The fundraiser is not for a political party or candidate;
- If the fundraiser is organized by/for a 3<sup>rd</sup> party, the group or individual holding the fundraiser can demonstrate that it has a 3<sup>rd</sup> party fundraising agreement with the entity for whom it is intending to raise funds.

### **b) Food and catering**

The following are special conditions related to food and catering at events and meetings held at The 519:

- No outside catering is permitted at meetings or events held at The 519. Groups wishing to purchase food for their event must use The 519's in-house catering service.
- Exceptions, which must be approved by The 519, are made if culturally-specific food is required and in-house catering cannot accommodate the request. In these exempt cases:
  - The 519 will charge a landmark fee including recycling/garbage disposal;



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- Access to The 519's kitchen may be granted to reheat/prepare food depending on availability – fees may apply.

## **c) Alcohol**

The 519 is a licensed facility and complies with all rules related to the AGCO. The following are special conditions related alcohol at events and meetings held at The 519:

- The 519 will determine, at its sole discretion, if a space user is permitted to serve alcohol at an event/meeting, and if so, will communicate requirements to space users which may include but are not limited to the use of The 519's preferred bartending/waitstaff, and security vendors, additional The 519 staffing oversight, and any other measures deemed necessary by The 519;
- Insurance is required; and  
All alcohol sales and service must comply with the Alcohol and Gaming Commission of Ontario rules, The City of Toronto Municipal Alcohol Policy, and the specific requirements of The 519's AGCO License.

## **9. ELIGIBILITY: RELEASE OF LIABILITY, RESPONSIBILITY FOR DAMAGES, AND INSURANCE REQUIREMENTS**

For space to be booked at The 519, space users must agree to the following:

### **a) Release of liability**

While The 519 does its best to ensure that all activities held at The 519 do not pose risks to its space users, their event participants or their belongings, The 519 is not liable for any loss of property or harm to a space user or their event participants. Space users release The 519 and the City of Toronto from any claims.

### **b) Responsibility for damages**

Space users are responsible for damages and losses to The 519, its premises, and furnishings.

### **c) Insurance Requirements**

There are certain circumstances where, at The 519's sole discretion, space users must show proof of insurance coverage that is comparable to what is available for purchase from the City of Toronto.

If the space user does not have insurance, The 519 may require that they purchase City of Toronto insurance.

## **10. ELIGIBILITY: AGREEMENTS FOR ONGOING SPACE USERS & REASSESSMENTS OF THOSE AGREEMENTS**

### **a) Agreements**

The 519 requires space users to sign a space use agreement that clarifies the terms and conditions expected of them.



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## **b) Reassessments**

Agreements will be reassessed on a regular or as-needed basis at a meeting held between the key contact and The 519. Space use reassessments may be based on The 519's operational needs, new strategic priorities, non-adherence to the conditions of the space use agreement, or they no longer meet The 519's basic eligibility criteria for space use.

### **The result of a reassessment will be either:**

- A renewal of an agreement without changes;
- A renewal of an agreement with changes and/or new conditions; OR
- The cancellation of an agreement.

In circumstances where reassessments result in changes to or the cancellation of an agreement, The 519 staff will contact the key contact to review the decision, and, as needed, gather any additional relevant information. If, after further review, The 519 determines that changing or cancelling the agreement is the appropriate course of action, space users may appeal via The 519's complaints policy.

## **11. CONSEQUENCES FOR NO-SHOWS FOR SPACE BOOKINGS**

If a space user fails to show up for a booked meeting, event, or recurring program more than once:

- any future bookings may be cancelled and the agreement with the space user may be cancelled; and
- no further bookings may be considered for a period of six months.

## **12. REQUESTING SPACE AT THE 519**

The 519 works to make the request process as simple as possible while ensuring the health, safety and security of all 519 users and its staff. The process is developed to:

- Ensure space use activities meet criteria; and
- Ensure the best use of The 519's space for a) the group requesting the space; b) other space users and community members, and c) The 519.

All space use requests must be submitted via the appropriate channels. Space use requests will only be considered if submitted by an approved space user.

The 519 reviews its process from time to time.

## **13. MEETINGS OR EVENTS GIVEN PRIORITY**

Events whose purpose meets the following criteria are given priority over all other requests, and may require The 519, to cancel or move existing space bookings:

- Activities that respond to an emergent crisis affecting The 519's community;



- Activities related to municipal, provincial or federal elections;
- The space will be used for a major event benefiting:
  - The 519;
  - the 2SLGBTQ+ communities of Toronto; or
  - one of the priority populations in The 519's strategic plan;
- The event is required by the City of Toronto;
- Any other priority determined by The 519 in alignment with The 519's current strategic principles or priorities.

#### **14.DETERMINING PRIORITIES FOR SPACE USE IF SPACE IS LIMITED**

From time to time, requests are made for short-term or ongoing use of the same space at the same time. When this happens, The 519 staff will work with groups to determine if one or more are willing to meet in alternative spaces or at alternative times.

If that is not possible, The 519 uses the following criteria to review requests and assign space in priority<sup>1</sup>, and puts groups that refuse other dates and times on a waiting list.

The following factors will increase the likelihood that a group requesting short-term or ongoing space use will be allocated space, if there are competing requests for the same available space. Groups that meet multiple criteria in the list below will generally be more likely to be allocated space, but groups not fitting these criteria will also be considered:

1. Requests for a group rather than for an individual;
2. Shorter-term requests;
3. A longer time on The 519's space use waiting list;
4. Alignment with The 519's current strategic principles or priorities;
5. Focus of the meeting(s) or event(s) is for 2SLGBTQ+ people and communities;
6. The purpose of the meeting(s) or event(s) relates to The 519's Catchment or its residents;
7. If a similar program or group is not already regularly using our space;
8. If in the estimation of 519 staff, there are either:
  - few other groups with a similar purpose already meeting at The 519, or
  - if there continues to be a community need for similar groups;
9. If the group has a program partnership with The 519, or if the group is for or led by community-based volunteers or peers;
10. If the group is one to which The 519 charges fees (see the section *Rules for Charging Fees* in this policy);
11. If the group or individual does not charge their event or meeting participants fees;
12. If the group is purchasing The 519's catering;
13. The group currently does not have the option to meet elsewhere.

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<sup>1</sup> Note that these only guide 519 staff: While The 519 uses technology and develops procedures to objectively make decisions, it has at its sole discretion the ability to make decisions that may deviate from this list. Note also that this process is only used to manage requests for space use; it is not used to bump an existing space user from already booked space.



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## **15. RIGHT TO CANCEL, AMEND, OR MOVE SPACE USE BOOKING**

The 519 reserves the right to amend, cancel or move any space use booking on short notice. Where possible The 519 will try to give the space user at least 24 hours' notice of an amendment or a cancellation. However, if there are unforeseen circumstances, it may not be possible to meet this deadline. Where a cancellation is due to an external event, The 519 will do its best to work with the space user to rebook or potentially find an alternative location.

Reasons an event or meeting may need to be amended or moved include but are not limited to:

- A major medical, environmental, structural emergency or other unanticipated emergency affecting the safety of staff or users of The 519.
- If The 519 has to be closed due unforeseen circumstances.
- If a conflicting event or meeting is a priority as described in the section "Meetings or Events Given Priority"

Reasons for cancellation include but are not limited to:

- If the event or meeting becomes or is likely to become hazardous, criminal, or in breach of approved City of Toronto policy, or a nuisance in the building or to other space users.
- If it is determined that the space user misrepresented their purpose, their event or other terms in their agreement.

## **16. SPACE USE FEES, WAIVING OF FEES & FEE SCHEDULE**

The 519 will charge fees to space users to:

- recover its costs, and/or
- to subsidize unfunded 519 programs and services, community needs.

The rates in The 519's *Space Use Fee Schedule* are based on the type and purpose of the group or individual space user. There is a fee waiver or reduction process for certain groups, based on a determination by The 519 that the group meets both The 519 priorities and is unable to afford or raise money for its fees. Notwithstanding a previous reduction or waiver of fees, The 519 may charge fees for certain events or activities for which The 519 will incur substantial additional costs.

The 519 reserves the right to change the fee schedule from time to time including authorization from the Board on the adjusted fee scales.

## **17. POLICY APPROVAL, REVISIONS, RELATED POLICIES & DOCUMENTS**

APPROVED BY

- The 519 Board of Management

DATE ORIGINAL POLICY APPROVED

- Unknown



# SPACE USE POLICY

## REVISED/ UPDATED

- October 1995
- October 1999
- April 2006
- Addendum—December 2010
- November 2024
- February 2025

## RELATED PROCEDURES & DOCUMENTS

- Accessibility Policy
- Complaints Policy
- Health and Safety Policy Statement
- Human Rights and Anti-Harassment and Discrimination Policy
- Mission and Framework
- *Space Use Fee Schedule*
- Strategic Priorities
- Use of City Resources During an Election Policy
- Workplace Violence and Harassment Policy

## APPENDIX A—RESPONSIBILITIES AND ACCOUNTABILITIES

Responsibilities and accountabilities of The 519 to its space users include:

1. **Commitment to transparency:** The 519 will be transparent about its policy and procedures for allocating space;
2. **Communication standards:**
  - a. The 519 will acknowledge space use requests whenever possible within two business days of receiving the request.
  - b. The 519 will communicate with space user key contacts in a timely fashion.
  - c. The 519 will strive to give adequate notice if and when The 519 will be closed for reasons other than a public holiday, and /or when a group or event may need to be cancelled or rescheduled.
3. **Waving of fees for resource constrained groups that meet our criteria:**
  - a. The 519 is committed to waiving our fees for groups with limited means that also meet our criteria in this policy.
4. **Fairness:** The 519 is committed to fairness in the process for applying to The 519 for space use, including:
  - a. the basic criteria for being approved to use our space;
  - b. how we prioritize space users from equity deserving groups as outlined in our strategic priorities;
  - c. how we prioritize space users when there are competing requests and limited space;
  - d. the establishment of fees and the waiving of those fees;



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- e. the process for reviewing space use requests;
  - f. our procedures for allocating space within The 519;
  - g. the process for communicating the result of a review, including when we must decline a request for space, or when we can only offer an alternative time or date to the one preferred;
  - h. our expectations of the conduct of space users, and their meeting/event attendees in preparing for using the space, and for clean-up after a meeting or event—and the expectations and accountability of the lead contact(s);
  - i. how we address a space user’s non-compliance with established agreements; and
  - j. our process for reassessing and sometimes revising or cancelling agreements for groups or individuals using our space on an ongoing basis.
5. **Standards for decisions or engagement in alternative solutions:**
- a. For one-time requests, The 519 will communicate a decision or engage with the applicant to find an alternative solution whenever possible within five business days of receiving the request.
  - b. For short-term or ongoing requests, The 519 will strive to communicate a decision or engage with the applicant to find an alternative solution whenever possible within fourteen business days of receiving the request.
6. **Ensuring alignment with 519 & City policies and priorities:** If there are concerns that an applicant’s purpose or membership might not align with the policies of The City and The 519, and/or with the priorities in The 519’s current strategic plan, The 519 commits to meeting with the group to seek clarification or when appropriate support the applicant to find alternative spaces to meet.
7. **Preventing discrimination and harassment:**
- a. The 519’s will operate within the requirements of the City’s / The 519’s anti-harassment, anti-discrimination, anti-hate and workplace violence policies.
  - b. The 519 is committed to ensuring that the use of our space will not jeopardize the safety of our staff, volunteers, or community members, and will not result in discrimination or harassment.
8. **Ensuring Accessibility:** The 519 will uphold its accessibility obligations as outlined in its Accessibility Policy.
9. **Cooperative working relationship:** The 519 will maintain a cooperative and supportive working relationship with all space users. However, we are also bound by certain duties in our role as the operator of our space, which may mean that at times we need to make decisions that may not align with the preferences of our space users.
10. **Maintaining safety at The 519:** The 519 will maintain safety procedures, including procedures for fire safety. These procedures are posted and otherwise available to individuals, facilitators and program leaders who are expected at all times to comply with the policy/procedures.



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The 519 is responsible for the safety, security, and management of its premise and will maintain safety procedures. This includes but is not limited to:

- Fire safety procedures, which are posted and otherwise available to individuals, facilitators, and program leaders who are expected at all times to comply with the policy/procedures,
- Decisions related to building access for the general public or community members who pose a risk to others, including community participants, the general public, volunteers, staff, and The 519's building and property, and
- Managing protests and other disruptions that may pose a safety risk in and around the building.

At no time should any space user group undertake security measures or assume security responsibilities on behalf of The 519, without the express written consent of The 519.

Any space user that is alerted to or suspects a security or safety risk is required to immediately report that risk to The 519 management staff to discuss an appropriate response. In the case of ongoing security concerns for recurring space users, a written safety plan may be developed and implemented.

11. **Use of Police and Private Security to Manage Safety and Security:** The 519 does not permit police agencies to manage the safety, security or access to our premises without our express written consent.

The 519 expects that members of the police service who are undertaking their duties as officers of the law will report and identify their presence in the building to the Front Desk staff whenever possible. The 519 recognizes that the police reserve the right to act according to legislative and regulatory law.

The 519 does not permit space users to hire private security to manage the safety and security of their events or programs without the express written consent of The 519. In instances where The 519 determines that private security is appropriate, The 519 retains the right to choose the security provider, with all costs associated borne by the space user.

## APPENDIX B: EXPECTATIONS AND ACCOUNTABILITIES FOR SPACE USERS

The following expectations and accountabilities apply to The 519's space users, with lead responsibilities and accountabilities sitting with their key contact:

1. **The 519 & City of Toronto policy compliance:** Comply with [policies of The 519 and The City](#).
2. **Cooperative working relationship:** Space users will maintain a cooperative respectful working relationship with The 519 at all times.
3. **Meeting preparation:** Ensure that in advance of meeting or events, intended event or meeting participants are briefed on the purpose of The 519 and space use expectations including:

- a. its mandate to support 2SLGBTQ+ people and communities;
  - b. That The 519 has all-gender washroom facilities;
  - c. That in the spirit of Reconciliation with Indigenous communities, there may be meetings that perform smudging activities on-site;
  - d. That The 519 serves a diverse community including people with mental health, substance use and housing challenges; and
  - e. The expectation that when meeting or event participants arrive at The 519, move throughout the building, and interact with other event participants or users of The 519, they be respectful and refrain from any behaviour that may be construed as harassing, discriminatory, shaming, violent, aggressive, threatening, or intimidating—and that any such behaviour will result in their being asked to leave the premises.
  - f. The expectation that event participants clean and tidy the space after the event, and remove all personal belongings, food, drink, equipment and materials – unless negotiated otherwise.
4. **Communicating meeting cancellations in advance:** space users must communicate with The 519, if possible not fewer than five days advance, if a meeting is not proceeding for any reasons.
  5. **No outside food or catering:** Purchase catering from The 519 instead of outside restaurant catering facilities (exceptions must be pre-approved by The 519).
  6. **Accessibility:** Become familiar with and uphold accessibility standards as outlined in The 519's Accessibility Policy.
  7. **Safety rules and procedures compliance:** Become familiar with key safety information, such as fire exit procedures, and communicate regularly with their members about safety protocols.
  8. **Monitoring participants:** space users will:
    - a. monitor meeting and event participants to ensure their respectful behaviour and to protect The 519's premises and equipment from damage.
    - b. If necessary, ask a participant in their meeting or event to leave, if:
      - i. that person poses a risk to other participants, the general public, volunteers and staff or themselves; or if
      - ii. otherwise directed by The 519's staff.
  9. **Comply with alcohol-serving rules:** Ensure that alcohol is not served or sold unless a pre-arrangement has been made with The 519 under The 519's liquor license.
  10. **Cleaning up and/or pulling down after space use:** (see definitions of clean-up and pull-down)
  11. **Stack furniture after meetings or events:** Stack chairs and tables unless they've made pre-arrangements with The 519.
  12. **Return audio-visual equipment:** All borrowed AV equipment must be returned to the front desk in good working condition.
  13. **Reporting usage statistics promptly and for each meeting or event:** After each meeting or event, report the number of attendees at the meeting or event to the front desk staff for The 519's records.
  14. **Updating The 519 on changes to key contact(s):** Notify The 519 immediately of changes in key contact and/or key contact information, or the addition of another key contact.



## **SPACE USE POLICY**

15. **Participating in reassessment meetings (ongoing space users):** If and when requested, participate in meetings to re-examine the space user agreement and reassess ongoing space use.
16. **Taking financial responsibility for damages caused during an event meeting:** In case of damages incurred at any event or meeting, space users are expected to pay for the cost of those damages.