



# Space Use Agreement

**CENTRE FOR EMERGING ARTISTS & DESIGNERS**  
ROSALIE SHARP PAVILION 115 MCCAUL, LEVEL 3  
Mon-Fri 10 am- 4 pm

**Request Date:**

**User's Name:**

**User's Email and Phone:**

**Department/Organization:**

**Project or Event Title:**

**Booking Dates and Times:**      **Start:**

**Please include/indicate set-up and  
take-down dates/times.**      **End:**

**\*Note: events outside of regular operating hours (Mon-Fri 10am-4pm) may require a Security Guard Request.**

**PURPOSE:**

**NUMBER OF ANTICIPATED GUESTS:**

**ROOM (check all that apply):**

**Presentation Space**

**Workshop Space**

**Entire Floor**

**AV NEEDS:**

**Projector**

**\*Additional AV needs from internal requests will have to be submitted to AV.**

**TV Screen**

**Microphone and speaker**

**GUEST WIFI:**

**Yes      No**

**ALCOHOL:**

**Yes      No**

**\*Events with alcohol will require three guards to be present for the duration of the entire event, an SOP and Smart Serve trained staff to be coordinated by the Users**

## LAYOUT / FLOORPLAN:

A routine layout of the floor plan can be found attached to this document. If a different layout is needed for the event, use the floor plan to draw/sketch the layout of your event placement of furniture, installed exhibits, equipment, etc. Layout changes will require the approval of the CEAD beforehand and can be submitted to [Explearningcentre@ocadu.ca](mailto:Explearningcentre@ocadu.ca)

When setting up your floor plan, please consider the following:

- Do not block exits or ramps.
- Allow a minimum of 6' (or 72") clearance for scooter or power wheelchair accessibility at entry and exit points, particularly for the main door and washroom entrances.
- Allow a minimum of 3' 6" (or 43") walk through spaces around exhibits and a maximum of 0.83' (or 10") around non-walk through/around exhibits.
- Do not hang anything from the ceiling. Materials cannot be nailed or mounted to drywall.

## CHECKLIST

**The User is responsible for the Coordination and costs of:**

All AV/IT requirements EMAIL [avhelp@ocadu.ca](mailto:avhelp@ocadu.ca) (at least 2 weeks in advance)

Furniture requirements EMAIL Facilities at [workrequest@ocadu.ca](mailto:workrequest@ocadu.ca) (at least 2 weeks advance)

Keycard/Public Access requirements EMAIL [explearningcentre@ocadu.ca](mailto:explearningcentre@ocadu.ca)  
(at least 2 weeks in advance)

Staff supervision of event 100% of the time

All labour and materials required to execute the exhibition/event

All cleaning services rendered for the facilities as part of the take down process

Security services dedicated to crowd control and/or for licensed events, e.g. special occasion permit costs and security costs

Insurance for contents (IP protection if needed), obtain waivers and other permissions and abide by OCADU's standard insurance policy.

## ACCESS AGREEMENT:

The access agreement is to confirm the usage of specific facilities located within 115 McCaul Street, level 3, Centre for Emerging Artists & Designers. Rooms 303 (Special Projects), 307a (Centre for Emerging Artists & Designers office) and 307b (Storage) are not included in this agreement and may be in use by OCAD University during this event.

The terms of this agreement are subject to coordination between the User and the Centre for Emerging Artists & Designers. The User shall adhere to the deadlines, provide a complete scope of work, a schedule, an exhibit layout and installation floor plan with details to the Community Animator for approval.

Damages will NOT be permitted to any surface (walls, floors or ceilings). The User will be responsible for ALL costs of repair and shall return all spaces and furniture to the "as found" condition.

The User shall be expected to adhere to all electrical, structural (weight/load issues), health and safety regulations, the Ontario building code, fire and life safety requirements, and including all University policies that are readily accessible online for review. Failure to adhere to existing venue restrictions and the approved layouts will terminate the usage agreement.

Students are not permitted to book facilities in 115 McCaul, Level 3 directly. Students may request to book facilities in 115 McCaul, level 3, through their Program Coordinator, or a Faculty Member. The Program Coordinator or Faculty Member is the User in this arrangement. Alcohol is not permitted at events booked on behalf of students.

The CEAD reserve the right to approve or deny requests that do not meet our space's mission and mandate, or any events that violate OCAD U's Administrative Policies.

**The User is responsible for providing the following within the deadline laid indicated above:**

Coordination and costs of:

- Staff supervision of event 100% of the time
- All cleaning services rendered for the facilities as part of the take down process
- Security services dedicated to crowd control and/or for licensed events, e.g. special occasion permit costs and security costs
- All AV/IT requirements
- Insurance for contents (IP protection if needed), obtain waivers and other permissions and abide by OCADU's standard insurance policy

Coordination of all work, including:

- All labour and materials required to execute the exhibition/event
- Furniture
- Access requirements

**Community Animator is responsible for:**

- Booking the facilities on the University's Room Booking Portal
- Arranging for door/card access for the User (once requirements are received from User)
- Informing security team of event.

**By signing below, the User acknowledges that they have read and understands this agreement.**

**Signature of User**

**Date**

**Signature of Community Animator**

**Date**

**Please direct inquiries to: [Explainingcentre@ocadu.ca](mailto:Explainingcentre@ocadu.ca)**

