



Building Rules and Expectations (July 2018 Update)

CommunityWise Overview

Introduction

CommunityWise is a nonprofit centre providing affordable office and meeting spaces and other backbone infrastructure (shared internet, office equipment, mailboxes), as well as collaborative capacity-building and programming supports to nonprofit member organizations. We support dozens of small nonprofit and grassroots organizations whose work spans a diverse spectrum of social, environmental, and cultural issues. As of July 2018 30 of the members are physically co-located within our space as Tenants and the other 55 are known as Associate Members who access common spaces or other resources for their initiatives and events.

CommunityWise is defined not only by the building as a physical centre, but by the organizations, the communities, and the individuals who occupy it. CommunityWise members work in ethnocultural community supports; LGBTQ community services; culturally relevant Indigenous services; poverty reduction and community economic development; addictions support; mental health; and film, performative, and community arts. Member organizations' incredible diversity is what gives CommunityWise its strength.

CommunityWise is a unique multi-sector and multi-purpose venue for members to do their important work. As a shared space, members of CommunityWise have a responsibility to support each other. Each group participates in ensuring that this building is an environment where the values of CommunityWise are celebrated. We are in this together

This shared responsibility also means that members understand that every everyone participates in ensuring that everyone can enjoy their time to work. Mutual respect for other members is key. Please understand that through the use of offices, services, meeting space, etc. each member of CommunityWise is part of our bigger community and that members actions can impact one another in a variety of ways.

History

When the YWCA moved out of the building in the early 1970s, the City of Calgary took possession and began renting rooms to grassroots organizations and various community groups. In 1979 the City of Calgary decided the building was more trouble than it was worth and scheduled it for demolition. The groups renting offices formed a Tenants Association to rescue the building and negotiated with the City to let them continue using the space, in exchange for fundraising to maintain the building. The same agreement remains in effect today. The history of the centre is a story of collective achievement, of community resilience and of hope for the future.

Vision

To achieve equitable social change through collaborative work.

Mission

To be a community hub, providing inclusive and affordable space and community development programs to support and strengthen diverse grassroots and non-profit members.

Values

- Mutuality
- Inclusion
- Accountability
- Trust
- Equity

Types of Membership at CommunityWise

Tenant Members – Rent an office or storage space in the building, can book common rooms, equipment, and have a mailbox.

Associate Members - Book common rooms, equipment, and may rent a mailbox.

Individual Members – Individuals who are not affiliated with a certain group or organization but independently conduct work aligned with the mission and values of CommunityWise.

Grassroots Member – are **either associate or individual members** who only have access during CommunityWise admin hours of operation to book meeting space at the building. Grassroots members do not receive a key and do not have after-hour privileges. CommunityWise is flexible on damage deposit for grassroots members.

Membership Fees and Damage Deposit

- Annual Fee: \$25.00
- Annual Mailbox Fee: \$25.00
- Damage Deposit on Common Rooms (All Members): \$200
- Damage Deposit on office if Tenant member: Equal to 1 month rent

Member Policies

CommunityWise members are required to sign the following documents to remain in good standing with CommunityWise.

1. Pay annual membership fee
2. Sign annual membership agreement
3. Sign CommunityWise Anti-Harassment Policy
4. Uphold terms of office rental agreement if applicable to the member

Fee Schedule

Space:

Room	Daytime (4hrs)	Evening (4hrs)
Main Common	\$25	\$50
Board Room	\$15	\$25
Dance Studio	\$15	\$20
Large Office Meeting	\$25	\$25
Small Office Meeting	\$10	\$10
Patio/Backyard	\$0	\$0
Burrow	\$10 (for guaranteed bookings; drop-in is free)	\$10 (for guaranteed bookings; drop-in is free)
Office Space (monthly)	\$1.20-\$1.40 psf.	

Equipment – Free for use on site unless otherwise noted:

Folding Chairs	\$2 per day each
Folding Table	\$5 per day each
Digital Projector	\$25 per day
Small P/A	\$10 per day
Large P/A, Mics, Sound Equipment	Arusha Centre price list
Tent 10x10	Arusha Centre price List
Projector Screen	\$10 per day
BBQ (cannot leave building)	FREE
Laminator	\$1 per sheet. CW provides Sheets
Flip chart stands	\$5 per day
B/W copies	\$0.05 per sheet members provide paper
Colour copies	\$0.40 per sheet members provide paper
Internet	Access to CommunityWise fiber. \$15 per month per share (half shares available)

Rental Agreements

CommunityWise enters into a legal Rental Agreement with Tenant Members occupying permanent space at the centre. The Rental Agreement is a sublease of

CommunityWise's 'head lease' for the property with the City of Calgary. Members choosing to have a Rental Agreement with CommunityWise are responsible for payment and insurance for their activities. All Rental Agreements at the building are month-to-month and are standardized.

Note about Shared Use Agreements: Members may enter into Shared Use Agreements for a space at the centre. CommunityWise must sign off on all Shared Use Agreements outlining cost sharing, terms, access, etc. and they are to be signed by all applicable parties. In each case one of the members must take primary responsibility for the rental agreements and sign one with CommunityWise administration.

Security Deposit Refund

Any damage incurred by the tenant member, while moving in, during tenancy, and while moving out shall be the responsibility of the tenant.

For damages incurred, that are not due to regular wear and tear, CommunityWise may apply the member's office damage deposit to the repair cost. If the contracted fee for repair exceeds the amount of the damage deposit the vacating tenant shall not receive a refund of the damage deposit.

If damages are so severe that they cannot be covered by the security deposit CommunityWise shall build the member organization for the repair. CommunityWise in these cases will collect 3 quotes and communicate with the member through out.

Any amounts or outstanding balances due to CommunityWise from either common room or office security deposit, after tenancy or expiration of membership will be deducted from the security deposit.

Open Window and Doors

Windows must be kept closed when the members leaves the building for the day. This applies to offices and common meeting rooms. This is for both security and safety of the building and members. In the winter, frozen pipes and cracked radiators may also result in significant water damage to the building.

The Front door of the building is open during the daytime (roughly 8am-8pm) Monday to Friday. On holidays, weekends, and overnight (roughly 8pm-8am) Monday to Friday. The front door is locked.

Members and individuals visiting offices or attending events or programs are not to prop the front door. Members may post a sign with contact information; use the intercom to buzz visitors in, or attend to the door allowing access to guests and visitors to their events. The doors to the building are cannot be left propped and unattended.

If damage occurs as a result of a member propping the door and leaving it unattended, the member may be responsible. It is the responsibility of each member to inform staff, volunteers, guests, and clients of this .

Common Room Use Agreement

Note: "Common Rooms" includes all rooms that are booked by members and have common shared access. Common Rooms include the Board Room, Dance Studio, Main Common Room, Etc.

The representative of the member agrees to the following,

1. The Meeting/Social gathering/Event of the member will be supervised.
2. The Member's Common Room Damage deposit is held by CommunityWise for the duration of the membership at CommunityWise and applicable to all Common Room bookings by the member.
3. Damage deposit shall be forfeited in the event of damage or violation of building rules should they occur by the member renting, and the member agrees to pay to CommunityWise fees relating to damage as determined by CommunityWise immediately if determined to be responsible.
4. The Member shall be responsible for access and following the guidelines of use of both the room (outlined below) and the building for any booking made by the members or in collaboration with other members or affiliate agencies.
5. The Board of Directors of CommunityWise shall ultimately decide whether damage or violation occurred, the extent of such damage, and the amount to be forfeited from the deposit by the member renting.
6. Keys to the building and common rooms shall be provided to the member as part of their membership at CommunityWise.
7. Unless otherwise agreed to, keys to evening and weekend only common rooms of tenant offices are provided to members on a per booking basis and are to be returned to CommunityWise admin upon completion of the booking. It is the responsibility of the member renting to make arrangement to pick up keys.

8. All common room fees are due upon receipt of invoice.
9. Bookings can be made verbally during admin hours or by phone or e-mail.
10. All common room booking requests must be confirmed by CommunityWise office prior to use.
11. Members may cancel bookings with the following terms in mind
 - CommunityWise may apply an admin fee of \$10.00 up to the total cost of the booking to any canceled bookings made with less than 7 days notice.
 - Full fee will be invoiced to no-shows and day-of cancelation.
 - An admin fee of \$10.00 may be applied after 6 cancellations made in a year regardless of notice given
12. Members may tentatively book. CommunityWise staff can hold tentative bookings for 3 days only. After which CommunityWise may book other members without notice.
13. The Member making the bookings will adhere to the room use guidelines. Guidelines are also posted. Members will leave the room as good or better than before booking. CommunityWise does not have cleaning staff before and after each use and we rely on members to support each other.

Basic Clean up Guidelines:

- Floor vacuumed/swept
- Chairs stacked
- Wipe down tables
- Tables put away
- Garbage/recycling put away
- CommunityWise equipment packed up and placed in original spot
- Windows closed
- Lights turned off
- Door locked
- Dishes washed and put away

If you notice anything broken or missing or if the room was left in a mess from a previous booking please let CommunityWise Staff know as soon as possible.

At all times make an effort to limit disruption to other users of the space especially around volume of activity.

14. The Member will also comply with CommunityWise building rules, policies and bylaws. Should a member fail to do so, the CommunityWise administration, under the direction of the Board of Directors, may steps outlined in the Building Rules. By-laws Offence Policy.

Member Responsibility for payment of rent and other services

1. Members will be invoiced for monthly rent and other fees (including common room bookings, off site equipment rentals, etc.) in the first week of each month.
 - Invoices are due the first week of each month. Payment can be made by cash, cheque, or e-transfer.
 - For cash payment, cash must be delivered in person and a handwritten receipt will be given at that time.
 - Members can leave post dated cheques with CommunityWise administration for deposit.
 - Members can pay in advance and payment will be held as a credit during their membership and applied to invoices as they are generated for the member.
2. If an invoice has not been paid by the end of the 3rd week of the month a financial statement will be issued for the member showing overdue invoices.
3. If invoices and financial statements are not paid and if invoices are 2 months overdue CommunityWise will contact the member to remind the member that payment is required.
4. Members are encouraged to contact CommunityWise regarding issues about paying invoices and when payment partial or in full will be made. CommunityWise is open to a range of flexible payment options and understands the need to be flexible in this regard. CommunityWise may offer extension or, if applicable to tenant members, apply interest as per the office rental agreement.
5. If after 3 months and without communication to CommunityWise regarding unpaid invoices the member may be referred to the board of directors of CommunityWise for review of their membership status and violation of this agreement.

General Building Rules

- Admin Office:

Hours of Operation: Tuesday, Wednesday, Thursday 10am -7pm and Friday 10am-5pm. At times however we may be in meetings and will post where we are in the building in those instances.

Phone: 403-261-9660

Email: info@communitywise.net

- Parking

CommunityWise has no dedicated parking at the centre. There are however 2 parking stalls in front of the building.

Please be considerate of others also needing the space as a shared resource to all users of the building. Special priority will be given to those with accessibility needs, contractors working on the building, and for pick up and drop of or members and member materials.

If you are parking behind someone put contact information in your dash or indicate where you are in the building so you can let them out and be able to do so in short notice.

- Keys

All offices and storage spaces in the building must be accessible by CommunityWise administration. Members wishing to change locks must inform CommunityWise first and for security of the building and building heat/electrical/fire systems all locks must be keyed to our master key by our locksmith.

- Alcohol

If Alcohol is served as part of your event a license must be obtained. A copy of the license must be submitted to the administration office prior to the event. Please notify CommunityWise if you are going to be serving alcohol at the time of booking.

Members serving or selling liquor must also keep in mind that this centre is home to many organizations engaging in work where the presence of alcohol may be problematic. At no time will a licence to serve or sell alcohol be recognized as valid if the event infringes on other members safe use of the building. For example, consumption and sale of alcohol is restricted to the room in which the licence is for.

- Dogs

CommunityWise welcomes dogs as part of our community. However, the building is first and foremost an office building and safer meeting space. In respect to other members in the building all dog owners must adhere to the following. Please be aware that while many people find comfort and safety with dogs others may feel threatened or uncomfortable with the presence of dogs. Each individual who chooses to bring a dog to the centre will also need to sign a Dog policy for their own records. All dogs entering CommunityWise Property:

- must be registered with The City of Calgary and be up to date with their vaccinations
- must not be disruptive and/or bark excessively
- must not be aggressive and must be friendly with other dogs
- must be properly controlled at all times while on the property
- may accompany their owners to meetings and events in the common areas and backyard when all other attendees have given their consent

- must not accompany you to other offices unless invited

Please note:

CommunityWise advises against leaving your dog unattended in your office, but if the need should arise we ask you to notify the CWRC admin office with a contact name and number in case of emergency or other issue.

- **Active Use Policy (Tenant Members)**

Access to office space at the building is an essential resource which helps facilitate our member organizations ability to engage in their important work. The Centre provides a sub market rate of rent to our member organizations so that a greater amount of member resources can go into active programming. CommunityWise prioritises member organizations use of any office that is used primarily for in person work. Office admin work, program development work, and providing direct services in person will always be favoured over office use as storage at CommunityWise because of our central location and high need for affordable space to do work.

When new applications or request for offices are received from groups who fulfill these criteria, the membership committee is empowered to implement this policy, on behalf of the board of directors, by initiating changes, issuing eviction notices and requiring members to change office spaces.

In the event that organizations renting office space cease to be active in fulfilling their own mission or cease to be occupied by staff or volunteers a minimum of 8 hours/week and after 2 months, CommunityWise may implement the policy by seeking out shared use of the space or if that is not possible asking the organization to vacate the room. The member organization in question will remain a member in good standing and will be eligible to rent other rooms in the building, if circumstances change. The member organization in question will remain a member in good standing and will be eligible to rent other rooms in the building, if available.

- **Smudging**

Smudging is practice of many First Nations and involves the burning of sacred plants. It is done individually to begin a new day and as part of prayer, or to cleanse a space; collectively it is used to begin ceremonies, meetings, as well as different gatherings.

The smudge is lit and the resulting smoke is regarded as a purifying agent for the mind, body, and spirit. Smudging is a sacred practice; to respect it is also to respect the cultures of which it is an important practice.

CommunityWise is located on the traditional territory of the the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), the Tsuut'ina First Nation, the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations), and is home to the Metis Nation of Alberta, Region III, and other Indigenous peoples who continue to practice ceremonies involving smudging.

The building does present specific demands and requirements in terms of fire safety and limit the presence of any smoke. Also some members and individuals may suffer from medical conditions that make them sensitive to smoke and may become ill as a result of smudging.

CommunityWise is committed to providing an inclusive, respectful, and relevant environment for all its members as well as opportunities for inter-cultural and inter-national understanding and relationships,

The rules do not constitute a process to request and gain permission to smudge; rather it is meant to ensure that any smudging follows other rules of the building to provide clear direction so that all appropriate steps are taken on each occasion.

This policy does not address other uses of smoke or incense.

General Guidelines:

- Members are to submit a notice to CommunityWise that smudging will take place.
- Any follow up or circumstances that may affect the smudging will be discussed with the member directly
- Although it is customary in many circumstances to let traditional medicines extinguish on their own, they cannot be left unattended inside the building. They may however be left outside of the building, at least 3 metres from entrances or air intakes. Let CommunityWise staff know if this is to occur.

- Smoking

Smoking is not permitted in the building, on the front porch, or on the balconies. If a participant member smokes please do so in the front or back of the building and a minimum of 3 meters away from any exterior door or window. Individuals are required to adhere to City of Calgary Bylaws related to smoking.

- Garbage and Recycling

We share the garbage in behind the hop in brew with the beltline fitness centre and the hop in brew. Please bag and dispose of garbage and dispose of it in the garbage bin. A key to the bin is located in the photocopy room. Please return key immediately after use. Recycling is picked up weekly on Wednesdays from the recycling station in the kitchen area. Please follow city of Calgary recycling guidelines at all times

- Insurance

Each member is responsible for their own insurance related to their activities at the centre. CommunityWise does hold insurance from damage and injury related to any fault of CommunityWise including responsibilities of CommunityWise staff, the building, and the CommunityWise board of Directors. Having office insurance is also a requirement of tenant members at the centre.

- BBQ use

CommunityWise provides propane fuel for members to use the BBQ. Please follow safe practices of BBQ and be sure to turn of the gas on the tank with finished. Users are required to clean the grill when done using the BBQ.

- Deliveries

CommunityWise gladly accepts the responsibility of delivering mail. While it is ultimately the responsibility of members to manage the delivery of material to and from their office sometimes it is not always possible to be present at the time of delivery arrival. For larger deliveries or couriered packages CommunityWise admin can sign for delivery if you are not able to be present and will place delivered packages in the Admin office or in members offices whichever method is most appropriate.

- Emergencies

Please review CommunityWise fire Safety Plan and the included emergency contact information available in it. In case of Critical Emergency please dial 911. The intercom #600 will also call emergency policy, fire, and EMS.

Building Rules/By-laws offence Policy

In order to maintain a required level of accountability and transparency the following steps must be taken when sanctioning member's actions with regards breach of membership policy documents and building rules. CommunityWise members are expected to abide by the following policy.

If any building rules or by-laws are violated the following policy can be implemented by CommunityWise Administration under the direction of the board.

While we rarely have had to use this policy, if there is an instance where a member grossly violates the building rules as determined by the board of directors or the board

of directors executive, the member can ultimately be evicted and their membership terminated.

Step 1- First offence

Warning and possible fine: CommunityWise will contact the member to determine any mitigating factors, to better understand what happened, and what may be done to prevent this from happening in the future.

Fines may be applied to cleaning and/or repair costs.

Step 2 – Second offence

Loss of access to member privileges (including office and meeting space): CommunityWise will contact the member to determine any mitigating factors, to better understand what happened, and what may be done to prevent this from happening in the future.

A fine of \$100 plus any additional costs may be applied to cleaning and/or repair.

The member will lose access to common spaces for bookings for 30 days.

The member may be placed on probation. If no further offenses take place for 6 months the member will be placed back in good standing

Step 3 – Third Offence:

Loss of membership and Eviction: If a third violation takes place within the year, the member will be referred to the board of directors for membership review and under the direction of the Board, may result in eviction or membership termination processed being taken.

COMMUNITYWISE BUILDING RULES FORM

I/We the undersigned, as representative for _____

Have read and understand the building rules and acknowledge the same. I/We take responsibility to inform the board, other staff, volunteers, and those responsible for the membership of our organization of its contents.

Signature: _____

Name: _____

Date: _____