

Protocols and Guidelines for Renters

Renters wishing to book space should contact our Rentals Manager, via email at rentals@citadelcie.com to inquire about availability.

All renters will be required to submit a formal rental agreement that expands on the guidelines set out below. Renters will be required to submit the agreement prior to their rental being approved. All payments must be made two days in advance of the scheduled start date via electronic transfer only.

Rental payments are non-refundable unless the booking must be cancelled as a result of the renter (or someone in their party) contracting or coming in contact with COVID-19.

RENTAL PRICING

All rentals must be a minimum of 2 hours.

Mimi Herrndorf Studio Theatre (Studio A)	Jean Soper Studio (Studio B)
\$25 per hour (2 hour minimum)	\$20 per hour (2 hour minimum)
\$55 per hour with technician (4 hour minimum)	

The Citadel does not charge HST on rentals.

The Citadel does charge HST on the hourly rate for technicians.

Rental prices listed above are for rehearsals only. For all other rates including classes, workshops, filming, performances, and special events, please contact rentals@citadelcie.com.

The Citadel staff reserve the right to refuse any booking that they feel puts employees or other users of the building at risk.

RENTAL USER GUIDELINES



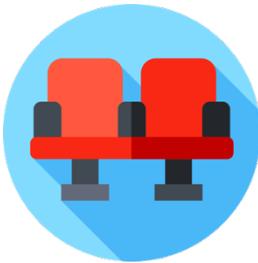
Arrival:

The front door of The Citadel remains locked at all times. Remote entry is available for renters by ringing the doorbell.

We do not accept cash payments for rentals—all rentals must be paid in advance via electronic transfer or paid directly through the rental invoice.

Renters must arrive no more than 10 minutes before their scheduled start time.

Renters must exit the building no more than 10 minutes after their scheduled end time.



Capacity Limits:

Jean Soper Studio + Lobby Area	40 people
Mimi Herndorf Studio Theatre	80 people
<i>Maximum audience in theatre</i>	54 people
Lindy Green Wing	10 people

We suggest that studio and theatre doors remain open to allow more air flow into the spaces and to reduce the spread of bacteria via door handles and push bars.

Thermostats have been programmed at optimal settings for maximum fresh air return and are not to be adjusted by renters.



Keeping the Building Clean:

The studio, theatre, washrooms, green room, and lobby are cleaned thoroughly each morning (including all high-touch surfaces and studio floors).

Spray bottles with alcohol and paper towels are available in both the studio and the theatre so that if renters would like to do so, they may sanitize any high touch surfaces at the start and end of their time.

Only bottled water and beverages are allowed in studios. Meals and snacks are to be consumed in the lobby or the dressing room while seated. There is no food allowed in the studios.

Outdoor shoes are to be removed and placed on designated mats near the doors of each studio. No bare feet allowed outside of the studios.

For safety reasons, renters are not permitted to go into the booth or use any of the tools or equipment in the theatre. The auxiliary cord for access to the sound system is available at the dance floor level.



Elevator:

Maximum occupancy for the man-lift elevator is 2 people. The elevator is to be used for allowing those with mobility issues to access the theatre and the lower studio. The elevator can only be operated by Citadel staff.



Responsibilities of the Renter:

Unannounced visitors are not permitted.

Socializing in the lobby before or after your rental is discouraged. We ask that you leave as soon as possible so that fresh air can be cycled into the spaces before the next renter arrives. Please respect that the lobby is a public space and others may also be using it.

Any staff, renter, or visitor who begins to experience COVID-19 symptoms while at The Citadel must go home immediately and follow isolation requirements. Anyone with symptoms will not be permitted to return to the building until they have completed their isolation period.