

## Small Arms Inspection Building 2018

### Rules and Procedures

The Small Arms Inspection Building is owned and operated by the Corporation of the City of Mississauga.

Please read the following Rules and Procedures, which provide detailed requirements for use of the Small Arms Inspection Building, and form an integral and adjunct part of the Terms and Conditions of the Facilities Rental Contract. If you have questions regarding the Rules and Procedures, please contact the Small Arms Inspection Building Supervisor.

In this Rules and Procedures document:

“The City” refers to the Corporation of the City of Mississauga

“The Event” refers to the function for which the Rental Contract is issued

“The Facility” refers to the Small Arms Inspection Building

“The Manager” refers to the Manager, Museums and Senior Curator

“The Rental Contract” refers to the Facilities Rental Contract for rental of the Small Arms Inspection Building including any of the public or rentable spaces within Small Arms Inspection Building

“The Requestor” is the person or entity requesting permission for use of the Small Arms Inspection Building and is the Rental Contract holder as set out in the Rental Contract.

#### Amendments to the Rules and Procedures

Small Arms Inspection Building reserves the right, in its sole discretion, to amend these Rules and Procedures at any time by posting the updated Rules and Procedures on this page. The amended Rules and Procedures shall automatically replace the existing Rules and Procedures and becomes the new binding document.

As of: 2018/06/27

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SMALL ARMS INSPECTION BUILDING  
 RULES & PROCEDURES

1. EQUITY OF ACCESS

The Small Arms Inspection Building is an accessible venue that welcomes diverse audiences and collaborators. We strive to provide access to underserved community members who are living with disabilities, are Indigenous or racialized, or self-identify as 2SLGBTQ+.

The Small Arms Inspection Building has ground-level, automatic entrances and designated accessible parking. There are accessible, single-user, all-gender washrooms available.

We consider accessibility and inclusivity a priority of our spaces, exhibitions, and public programs. We are committed to meeting the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

2. FACILITY RENTAL SPACES AND AMENITIES

The following is an overview of the rental spaces and amenities available at Small Arms Inspection Building:

Entrance and Lobby	
Entrance and Lobby	<ul style="list-style-type: none"> <li>• Flexible space that can serve as coat check or reception</li> </ul>
Main Event Hall	
Event Hall	<ul style="list-style-type: none"> <li>• 18,000 square feet with a capacity of 400 people</li> </ul>
Public Washrooms	<p>Located in the main event hall</p> <p>Women:</p> <ul style="list-style-type: none"> <li>• 8 stalls in total including 1 accessible stall</li> <li>• 4 sinks</li> <li>• Baby change table</li> </ul> <p>Men:</p> <ul style="list-style-type: none"> <li>• 2 stalls and 2 urinals</li> <li>• 2 sinks</li> <li>• Baby change table</li> </ul> <p>Universal/Barrier Free:</p> <ul style="list-style-type: none"> <li>• Single occupancy</li> </ul> <p>Universal/Barrier Free:</p> <ul style="list-style-type: none"> <li>• Single Occupancy</li> <li>• Baby change table</li> </ul>

Note: there are no secure rooms available for booking.

## SMALL ARMS INSPECTION BUILDING RULES & PROCEDURES

### 2.0 Booking Process

#### 2.0.1 Tour the facility

A tour can be arranged with Client Services by emailing [small.arms@mississauga.ca](mailto:small.arms@mississauga.ca). We will respond to your request within three business days.

#### 2.0.2 Request for Estimate (RFE)

In order to provide an accurate estimate for your event a ***Request for Estimate Form*** is required. This form must be accurately filled out electronically and submitted via email to Client Services at [small.arms@mississauga.ca](mailto:small.arms@mississauga.ca)

#### 2.0.3 Estimate

Once the RFE form is received, Client Services will provide an estimated cost for your event within 5 business days. Once the Requestor accepts the estimate quotation, a Rental Contract will be prepared. The final invoice will reflect the actual, not the estimated costs.

#### 2.0.4 Rental Contract

The Rental Contract is a legal agreement between Small Arms Inspection Building and the Requestor. The contract will be emailed within 10 business days of receiving the estimate quotation approval. This contract contains important information about the use of the Small Arms Inspection Building. Requestors are encouraged to review the contract in its entirety and direct any questions to Client Services in advance of signing.

In order to confirm your booking, Customer Service Centre on behalf of Small Arms Inspection Building requires:

- Non-Refundable Deposit or Full payment as required by policy 04-01-05 Payment and Refund of Facility Rental Fees.
- Signature on the Rental Contract

#### 2.0.5 Insurance

Event Insurance in the amount of at least \$2 million is required for all events at Small Arms Inspection Building and \$5 million for events with high risk. Proof of insurance must be submitted 30 days prior to the event on the [City's template](#). Event Insurance is available through the City of Mississauga's insurance provider which can be found [here](#) on the City's Webpage.

Refer to the "Liability & Insurance" section of the Terms and Conditions of the Rental Contract for additional details.

### 2.1 Additional Site Visits

One additional site visit may be requested through Client Services to review requirements.

## SMALL ARMS INSPECTION BUILDING RULES & PROCEDURES

### 2.2 Cancellations

The Requestor may cancel the Event at any time subject to the terms specified in the Rental Contract. However, initial deposits are non-refundable and if the City receives notice of cancellation less than 30 days prior to the reserved date for the rental, the Requestor shall pay 100% of the estimated rental fees. Refer to the “Payment and Cancellations” section of the Rental Contract Terms and Conditions for additional information.

## 3. COMPLIANCE

### 3.0 Compliance with Laws

Requestors understand and agree to the following:

- The Requestor and the Event must not endorse views and ideas that, in the sole opinion of the City, promote discrimination, contempt or hatred for any person on the basis of the protected grounds defined in the [Ontario Human Rights Code, as amended](#)
- Requestors must comply with the City’s [Respectful Workplace Policy \(01-03-04\)](#) and the [City’s Respectful Workplace Statement of Commitment](#); no form of discrimination, harassment, or bullying will be tolerated
- The Requestor and the Event must not conflict with the [City’s Values](#); and must not adversely impact the City’s identity
- The Requestor must comply with all applicable laws, regulations, by-laws, policies, rules and other requirements that may apply to the use of the Facility and the Event.

The City will not provide public spaces and facilities within its jurisdiction to any person that fails to meet these requirements. See the “Observance of Laws” section of the Terms and Conditions of the Rental Contract for additional details.

### 3.1 Smoking ([SMOKING BY-LAW 94-14](#))

Pursuant to the Smoking By-laws for the City of Mississauga and the Regional Municipality of Peel, respectively, smoking is not permitted anywhere on the Facility premises or within nine (9) metres of any Facility entrance.

### 3.2 Accessibility

The Requestor must provide an accessible environment for all visitors to the Event, including designated viewing areas (if applicable) and pathways to accommodate people with disabilities.

For additional information, please refer to the [Accessibility for Ontarians with Disabilities Act](#) or contact Client Services

### 3.3 Right to Refuse Admittance

The Small Arms Inspection Building reserves the right to refuse admittance to any person whose behaviour is inappropriate, violent or vandalizing including verbal/physical assault, harassment,

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threats/aggression and theft will be refused admission and/or removed from the premises. In accordance with the facility rules, alcohol, illegal drugs, cameras, recording devices, and bags or containers of any kind, and individuals not wearing appropriate attire may be excluded from the premises (e.g. No admittance without shoes, shirts etc.).

### 4. PROMOTION OF EVENTS

#### 4.0 Marketing

The Small Arms Inspection Building will include marketing material in web event listings, subject to the following:

- The event is open to the public.

### 5. BUILDING ACCESS AND NAVIGATION

#### 5.0 Arrivals: Entering the Small Arms Inspection Building

When you first arrive at the Small Arms Inspection Building, enter at the main entry door, located in the middle of the east side of the building. City staff will facilitate access, as this door will otherwise be locked. The Small Arms Inspection Building will be unlocked for the duration of the event, unless otherwise requested.

#### 5.1 Load-In, Load-Out and Parking

Small Arms Inspection Building staff must be present in the building during the load-in/load-out times, which will be arranged during the contracting process with Client Services. It is the sole responsibility of the Requestor to manage the load in/out and to do so in a safe manner.

Parking is located on the south side of the building. After the load-in/out is complete, it is expected that all vehicles will be moved and parked in the designated parking area. Events with a large number of vehicles dropping off or picking up are encouraged to stagger the timing.

Fire routes must be kept clear at all times

Loading doors and access to the dumpster must be kept clear once loading is complete

#### 5.2 Exits and walkways

All exit doors and hallways must be kept free and clear of any obstructions at all times.

### 6. FURNITURE & EQUIPMENT

Requests for use of furniture or equipment, including setup requirements, must be submitted **a minimum of 10 business days prior to the Event**. Furniture and equipment is available on a first-come, first-served basis and is subject to change at any time. Available furniture is specified in the table below.

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Please contact the Client Services for more information.

Furniture/Equipment	Details
Chairs (200 available)	Stackable chairs
Rectangle Large Tables (22 available)	Can be setup for events as needed. Linens are <b>not</b> provided.
Round Large Tables (15 available)	Can be setup for events as needed. Linens are <b>not</b> provided.

## 7. TECHNICAL EQUIPMENT AND PROCEDURES

### 7.0 Exhibition/Artwork Installation

Unless approved by the Small Arms Inspection Building Supervisor, the requestor shall not:

- Mount anything to the walls. Additional fees will apply for patching and painting walls post-event
- Install anything from the ceiling
- Adhere anything to the walls. This includes the use of sticky tack, tape, etc.
- Drill into the floor or poles in the facility

### 7.1 High Risk Activities

For high-risk activities, including but not limited to: construction/installation, Rigging, Aerial performances, events or performances that include participation of audience members on stage, Requestors must submit the following to Client Services 30 days prior to the event: Client Services

- All technical specifications
- Copy of business license
- \$5 million liability insurance naming the City as an additional insured on the [City's template](#). For additional details, see the "Liability and Insurance" section of the Rental Contract Terms & Conditions.

### 7.2 Animals

- Animals, except service animals, are not permitted in the Small Arms Inspection Building.

### 7.3 Confetti

Confetti is permitted at the Small Arms Inspection Building; however, additional clean-up charges will apply. If launchers are to be used, information must be forwarded to Client Services six weeks prior to event for approval.

### 7.4 Candles, Fire and Pyrotechnics

#### Candles

Candles are permitted at Small Arms Inspection Building under the following conditions;

- The Requestor must notify and obtain approval from Client Services in writing at least 30 days prior to the event Client Services



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- Candles must be shrouded in a suitable container, and the flame cannot be exposed
- Candles must not be placed near or around flammable material

### Fire

- Open flame is **not** permitted anywhere in the Small Arms Inspection Building.

### Pyrotechnics

The Requestor shall not use pyrotechnical displays in the Facility.

#### 7.5 Displays

All displays, artwork, sets, stage decorations, props and other equipment brought into the Small Arms Inspection Building must be approved by Client Services at least 30 days prior to the event.

#### 7.6 Electrical Appliances

All electrical appliances must display a sticker indicating proof of inspection by the Electrical Safety Authority (ESA) or the Canadian Standards Association (CSA). If staff from the Small Arms Inspection Building determine that appliances without proof of inspection are unsafe, the appliances will be removed. If the electrical requirements for an Event are outside of regular plugs, an ESA inspection may be required at the Requestor's expense.

#### 7.7 Painting

Painting is permitted in the exhibition area with approval from Client Services. Appropriate drop cloths or protective measures are required to protect the floors, walls etc. Painting on the floor will not be permitted. The walls may not be painted. Charges will apply for additional cleaning and/or returning the building to its original condition, if necessary.

Paint brushes, rollers, etc. must be cleaned in the maintenance sink only.

## 8. STAFFING & HOURS OF OPERATION

### 8.0 Event Staff

Event staff numbers will be determined by Client Services according to the type of activity proposed for the Event. The Small Arms Inspection Building Supervisor has the final authority with respect to staffing decisions.

For events and bookings, a minimum of two onsite staff are required for the duration of the booking. Small Arms Inspection Building staff is scheduled from fifteen minutes prior to the start of the Requestor's load in time until the Small Arms Inspection Building has been shut down, and load out is complete. Scheduling is based on the contract. Additional fees will apply if the Building is not vacated by the contracted end time.

## SMALL ARMS INSPECTION BUILDING RULES & PROCEDURES

### 8.1 Small Arms Inspection Building Hours of Operation

Small Arms Inspection Building operations can be scheduled between the hours of 8:00am and midnight on the contracted dates. A late use fee will be applied for each hour that the Requestor uses outside of those times.

### 8.2 Scheduling of Staff

The following are Ministry of Labour established maximums for staffing:

- Daily Maximum: 13 hours
  - Staff cannot exceed 13 hours in one day.
  - After 13 hours, alternate technical staff will be scheduled. A minimum transition of 30 minutes per 2 staff is required;
- Weekly Maximum: 44 - 60 hours
  - Overtime will be charged after 44 hours per person;
  - Staff cannot exceed 60 hours per week. After 60 hours, alternate staff will be scheduled. A minimum transition of 1 hour per 2 two staff is required.
- Rest times: 8 hours between shifts.

Alternate staff will be scheduled if the rest times are shorter than 8 hours. The Requestor is responsible for briefing the alternate staff.

All staff must be allotted a meal break for every 5 hours of work. During the break times, Requestors are not required to leave the facility.

## 9. ANCILLARY ACTIVITIES AND SERVICES

### 9.0 Alcohol Policy

The Small Arms Inspection Building is an unlicensed facility. The Requestor may serve alcohol in accordance with the Serving Alcohol at City Facilities Policy 05-01-03.

If alcohol is being served, a special Occasion Permis is required to be procured by the Requestor at its sole cost and expense. The Requestor agrees to adhere to the conditions on all municipal bylaws, policies and regulations the provisions of the *Liquor License Act of Ontario*.

The City of Mississauga has developed a Municipal Alcohol Policy (MAP) to ensure the City-owned facilities remain safe and enjoyable places for residents and visitors. The policy provides guidelines regarding the permitting of alcohol functions and obtaining special occasion permits (SOP), required for all functions involving alcohol.

For more information on the Municipal Alcohol Policy, please refer to the:

- Serving Alcohol Checklist
- Serving Alcohol FAQ

## SMALL ARMS INSPECTION BUILDING RULES & PROCEDURES

The following documents are required by Client Services no later than 30 days in advance of the event:

- Serving Alcohol Terms & Conditions
- Serving Alcohol Transportation Plan

### 9.1 Food Preparation and Handling

The Small Arms Inspection Building does not have cooking facilities; food may not be prepared onsite. The Small Arms Inspection Building does not provide linens, tableware or serving ware to support the sale or distribution of food.

The servery has a fridge, freezer, and microwave.

#### Private Events:

For private events, such as family gatherings, you are not required to contact Peel Public Health, however, it is recommended to review food safety guidelines and proper food handling instructions on the Peel Public Health Department website.

#### Public Events:

Any event open to the public that is serving food (sold or sampled) is required to notify Region of Peel Health Services. Inquiries can be made by calling 905-799-7700 and speaking to a Public Health Inspector. The Public Health Inspector will assist in answering any questions regarding food safety and handling, along with directing the Requestor to the correct applications and forms required that specifically meet their needs. The Requestor is responsible to have all required documentation, permits, and licenses in hand prior to the event. All paperwork must be submitted to the Client Services 30 days prior to the scheduled event date.

### 9.2 Vendors (food and merchandise)

If vendors will be onsite selling or sampling merchandise or food, appropriate licenses must be secured through Mobile Licensing.

Information regarding special event vendor licenses can be found on the City website, [here](#). Mobile Licenses must be obtained IN PERSON from the Mobile Licensing Office.

### 9.3 Raffles & Lotteries

A [licence](#) is required for all Raffles and Lotteries. A lottery exists when money is paid for a chance to win a prize, regardless of the intended use of the funds that are raised. If the Event includes a raffle or lottery, Client Services must be notified at least 30 days in advance. It is the Requestor's responsibility to meet the licensing requirements. For more information, contact the [City's Licensing Office](#).

## SMALL ARMS INSPECTION BUILDING RULES & PROCEDURES

### 10. SAFETY AND SECURITY

#### 10.0 First Aid/Medical Emergencies

The Small Arms Inspection Building is equipped with first aid kits, a defibrillator located adjacent to the Servery and an emergency eye wash station located in the custodial closet. The Requestor is responsible for the safety and security of Event participants. If injuries are sustained by Event participants, the Requestor must notify the Onsite Event Coordinator on duty as soon as possible and provide any information required with respect to reporting the injury. For additional details, see the “Safety and Security” section of the Rental Contract Terms and Conditions.

#### 10.1 Security

The Requestor must ensure that the physical setting in the rented Facility is kept safe for all participants attending the event and the general public. If, at the sole discretion of the Supervisor of the Small Arms Inspection Building security personnel are required for the Event, it is the Requestor’s responsibility to make the necessary arrangements. (Please refer to the “Safety and Security” section of the Terms and Conditions of the Rental Contract for additional details). The Requestor must also provide:

- Copy of the Security Plan
- Copy of business license for security provider
- Copy of guard licenses for all guards providing security services at the Event
- \$2 million liability insurance naming the City as an additional insured on the [City’s template](#). Refer to the “Liability & Insurance” section of the Terms and Conditions of the Rental Contract for additional details.

### 11. GENERAL POLICIES

#### 11.0 General Housekeeping

At the end of the rental period, the Requestor must restore the Facility to its original condition. This includes, but is not limited to the following:

- All food must be removed and properly disposed of
- The fridge, freezer and microwave must not have any items left inside
- All waste has been thrown into trash can/ recycling bins and is left in a visible space for Small Arms Inspection Building Staff to dispose of
- Countertops cleared
- A walk through of all areas of the facility must be completed (Small Arms Inspection Building is not responsible for any lost or stolen items)

Additional cleanup fees will be charged to the Requestor if Housekeeping conditions are not met.

## SMALL ARMS INSPECTION BUILDING RULES & PROCEDURES

### 11.1 Lost and Found

Small Arms Inspection Building is not responsible for any lost or stolen items within or outside the Facility. Any items located by Small Arms Inspection Building Staff will be added to the lost and found bin for a maximum of 30 days. For information on lost and found items, contact [small.arms@mississauga.ca](mailto:small.arms@mississauga.ca)

### 11.2 Waste Management

Small Arms Inspection Building is a recycle-friendly facility. We encourage all guests to dispose waste in appropriate bins. For added convenience, there is a recycle bin alongside each garbage bin located in the Lobby, and main hall. Prior to departure, please walk through the space and ensure all garbage/recycling has been properly disposed of in all areas used, and bags are tied in appropriate bins in the middle of the room for Small Arms Inspection Building staff to take outside. Please be advised that additional fees will be applied to the Requestor for any clean up necessary to restore the Facility to pre-rental condition.