



City of St. Albert
CITY COUNCIL POLICY

St. Albert Place Hours & Access

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C309-2009	05 25		C455-2010	08 23

Purpose

To articulate the philosophy governing the hours and use of St. Albert Place in order that the community civic and cultural needs of citizens for access to this unique facility are met.

Policy

City Council believes that St. Albert Place is and should be maintained as a central focal point and support hub for community and cultural activities in the community's downtown.

Access hours to St. Albert Place shall allow for uninterrupted creative expression and exploration in arts, culture, history, learning and public access to trail users, while protecting the safety and security of all users and protecting the building itself.

Definitions

1. "Stat Holidays" means days of special significance in which St. Albert Place is not open to the public for regular business. The following stat holidays are recognized by the City: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.
2. "Community-Wide Special Events" means events that appeal to a wide range of community residents and involve minimal or no cost to the participant. The event takes place in the vicinity of St. Albert Place.

Responsibilities

The City Manager or designate may approve the utilization of St. Albert Place by outside groups in accordance with the following order of priority:

1. functional compatibility with the focus on governance, arts, culture, history, tourism and lifelong learning;
2. space availability; and
3. financial impact in terms of generating revenues above cost recovery for maintenance, janitorial services, security and staff supervision for the activity.



Standards

1. Hours of operation: St. Albert Place shall be open and available for use by the public at the following times:
 - a. Monday through Friday: 7:00 a.m. to 11:00 p.m.
 - b. Saturday, Sunday and Stat Holidays: 7:00 a.m. to 9:00 p.m.
 - c. Christmas Day & New Year's Day: Building is closed
 - d. Community-Wide Special Events During the event
(e.g. Canada Day Fireworks, Rock 'n' August)
2. Outside of municipal business hours, access by the public to St. Albert Place is limited to the main floor, with the exception of scheduled Council, committee or board meetings, and City staff working after hours.
3. Maintenance and Security: The City shall establish building maintenance and security practices that support public access to St. Albert Place.
4. After Hour Access: No public entry to the building will be allowed after the posted hours of operations. Only members of organizations with a leased space within St. Albert Place may continue to utilize the building after closing provided that they have registered their name on the St. Albert Place Sign-in Sheet in order for security to monitor building occupants. City staff that would like to work after closing hours will have to contact security for entry to the building and to ensure alarms for the specific work area are disarmed and they will need to sign in.
5. Special Event Use: Permission may be obtained through the City Manager or designate to extend the hours of the building due to a community-wide special event (e.g. Canada Day Fireworks). Permission must be requested in writing at least 30 days prior to the event.
6. Arden Theatre: The Arden Theatre is not affected by St. Albert Place hours as it operates through a separate entrance that can be locked off from the remainder of the building.
7. Activities taking place within St. Albert Place shall be compatible with:
 - a. enhancing the sense of civic pride of citizens;
 - b. enabling the coordination of civic and cultural activities;
 - c. encouraging enjoyment and appreciation of all of the arts;
 - d. establishing St. Albert as a leader in cultural activities in the province, western Canada, and the country;
 - e. exhibiting a unique centre for the integrated arts concept;
 - f. providing opportunities for involvement in a broad spectrum of art and cultural activities;
 - g. developing local and provincial artistic and cultural talent;
 - h. providing user-oriented services of high quality;
 - i. providing for positive use of citizen leisure;
 - j. enhancing St. Albert's position as a unique and independently viable community;
 - k. serving as a tourist attraction;
 - l. furthering the educational needs of all ages including the promotion of lifelong learning;
 - m. providing reliable information; and
 - n. generating revenues.



8. Priority to utilize St. Albert Place Front Lobby shall be given to non-profit organizations that have a strong connection to the community. Additional use will be permitted, subject to availability, to City of St. Albert non-profit organizations, with no direct affiliation with the City of with St. Albert Place that are either hosting or organizing a provincial, national or international event in St. Albert.
9. Groups and organizations utilizing St. Albert Place must have the required insurance coverage and abide by the noted hours of operation and facility regulations.
10. Fees to utilize the St. Albert Place Lobby will be negotiated and managed through Cultural Services.

