ABATTOIR USER POLICIES

- Please be mindful of the studio floor. All outdoor footwear should be removed to avoid floor damage (Soft-soled, clean, indoor footwear is acceptable). If using tape to spike or mark the space, ensure it is masking or painter’s tape that will leave no residue – NO duct or gaff tape, please!
- Renters are welcome to make use of the equipment in the studio, but are asked to kindly return all equipment to its former condition after use.
- Users must not store anything in the hallways of the facility (ie: outside of the studio door) and are asked to refrain from moving the studio desk.
- Please ensure that the space is locked after use (the door can be finicky so please double check!) and that the key has been returned to the lock box, with the lock scrambled and cover shut.
- Renters are responsible for the safety and care of the facility and for the actions of their guests/colleagues/students/fellow users. Any minors will be supervised at all times.
- Theatre Encounter and cSpace are not responsible for any loss or damage to personal items, including parked vehicles.
- No equipment is to be stored in the space without the express consent of Theatre Encounter. Theatre Encounter is absolved of any responsibility for any personal belongings or equipment left in the studio.
- Respectfully complete your rental and vacate the studio at the scheduled time, as others may be waiting to make use of the space.
- The King Edward facility is a place of business. Out of respect to our neighbours, please avoid excessive noise during business hours (9a-5pm). Complaints from other tenants of the facility may result in suspension of your rental without refund.
- During business hours, please make use of street parking rather than the lots at the facility (after business hours, feel free to use the lots)
- NOTE that after 8pm, the King Edward facility is secured, and outside doors will automatically lock. If your booking extends beyond 8pm be aware that once you leave the facility, the doors will lock behind you!
- Should you need assistance during your rental, please contact Val Duncan by phone: 403-891-7024

INITIAL:____________