

## 44 GAUKEL: RENTAL POLICIES AND PROCEDURES (Updated 2026)

**Contact Information** All booking inquiries and communications should be directed to the **Operations Coordinator** at [44gaukel@artsbuildontario.ca](mailto:44gaukel@artsbuildontario.ca). Emergency after hours contact information, please contact 519-783-7621.

### 1. GENERAL EXPECTATIONS & SHARED SPACE

- **Co-working Environment:** 44 Gaukel is a shared hub for artists and creative entrepreneurs. Renters must be respectful of noise levels and cleanliness.
- **Cleanliness:** Renters must leave the space in the same condition as arrival. Place garbage/recycling bins outside the room after your booking for cleaning staff.
- **Shared Areas:** Use of the kitchen and hallways is permitted, but please be respectful of tenants. Coffee/tea service is not provided.
- **Damages:** The renter is responsible for any damage or theft occurring during the rental period.

### 2. RENTAL RATES & PAYMENT

- **Hourly Rate:** Rehearsal space is **\$12.00 per hour + GST**.
- **Minimum Booking:** A 3-hour minimum applies to all bookings.
- **Payments:** Payments need to be made in Skedda by credit card.

### 3. CANCELLATION POLICY

- **Fully refundable before 48 hours of booking.** Within 48 hours, full payment required.

### 4. ACCESS & SECURITY (44 GAUKEL)

- **Key & Access Card Pickup:** Cards and keys must be picked up from the **ABO Office (#104)** between **8:30 AM – 4:30 PM, Monday to Friday**.
- **Key & Access Card Return:** Cards and keys must be dropped off in the designated **card return boxes** located at the front and rear of the building.
- **Lost Cards:** A **\$50.00 fee** applies for lost or unreturned swipe cards or keys.
- **Building Access & Security:** For the safety of all residents, exterior doors must remain closed and locked at all times; propping doors open is strictly prohibited. For rehearsals occurring outside of standard business hours, groups must designate a member to greet and admit guests at the entrance.

### 5. INSURANCE & LIABILITY

- **Requirement:** As the renter you are responsible for your own liability insurance that covers damages up to \$2 million. You as the renter are liable for your renters during the rental time period and any injuries that may occur as a result of being in the building.
- **Liability:** ABO and its employees are not liable for personal injury, death, or loss of property unless caused by a breach of ABO's legal obligations.