



A Guide to Community Hall Rentals

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Edmonton Federation of Community Leagues

The City of Edmonton

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Community League Hall Rentals

There are 163 community leagues operating within the City of Edmonton as members of the Edmonton Federation of Community Leagues (EFCL). Of these community leagues, 128 have community halls.

Community halls provide an ideal setting for meetings, small events, private fundraisers, and general activities. Community leagues rent out their halls for the purpose of recreation. Generally, there are no issues with most functions, events, or renters.

However, there have been instances when individuals try to rent community halls for large parties or after-hours events. Many of these events are booked on false pretenses, and are then advertised via mass media (on social networking sites, text messages, etc.). These events are becoming serious concerns for our communities and for the Edmonton Police Service (EPS).

In these instances, the EPS may attend a call without the knowledge of the community league. Calls to EPS range from minor (e.g. noise complaints, damage) to major (e.g. homicides). In most cases, incidents occur at rental events with many people in attendance, and where large amounts of alcohol have been served and consumed.

Both major and minor complaints can cause significant levels of concern for a community league, its members, residents, and the general public. A minor incident creates an inconvenience for the community league and the EPS. A major incident can have significant and longstanding effects, not only on a victim and their family, but on the community as a whole.

Community leagues can take steps to ensure their facilities are rented out to responsible renters for legitimate events. This guide provides tips and information about avoiding any situations that result in a complaint to police for noise, damage, or the behavior of any person in attendance regardless of when the complaint happens. This is referred to as a “bad rental”.

This guide contains suggestions only, and is intended to provide community leagues with information to provide best practices and reduce the risk of a bad rental.

Each community league should tailor their rental system(s) and policies to their specific needs. The implementation of these recommendations will not stop all problems, but may make a renter think twice before renting a community hall for an event that may lead to an incident requiring the EPS.

Ensure Responsible Rentals

Tips for Community League Facilities

Involve the Community

It's important that renters of community league facilities respect the surrounding neighbours. The community league board of directors should consider sending a letter to residents asking them to be the "eyes and ears" for the community league. The letter should contain current community league contact information.

Encourage close neighbours to report any issues to the EPS or to community league representatives. Make an effort to engage and inform neighbouring residents - this shows accountability and respect on behalf of the community league.

Know Your Local EPS Members

Communication between the community league and a renter may prevent problems from occurring. Likewise, clear and timely communication between the community league and EPS may prevent problems from occurring or provide police with the information they need to make an informed decision.

Many areas of the city have Beat constables, who work in a specific area within a district, while other communities may also have access to a representative from the **Neighbourhood Empowerment Team (NET)**, a partnership between the City of Edmonton, the Family Centre, and the Edmonton Police Service.

*Contact your local police station for information on Beat officers in your area.

If you have a bad feeling about a potential renter, DON'T RENT TO THEM!

Consider Granting the EPS “Agent Status”

Consider granting the EPS “Agent Status” for the community league’s property. This means that a community league’s board of directors authorizes the EPS to act as their Agent(s) according to the Trespass to Premises Act and the Petty Trespass Act.

The process of granting the EPS Agent Status is very easy. All that is required is a signature from two board members on the Agent Status form. The form is provided by the police at any divisional front counter and online [here](#). Once this document is signed, any police officer may issue and enforce bans against any person who, in the sole discretion of the EPS, is determined to be a trespasser on the property. Agent Status also allows the EPS to enter onto any portion of the property to utilize this power. It is strongly recommended that Agent Status is renewed annually, and appears on the minutes for Annual General Meetings.

The police will provide stickers that identify the property as a location at which the EPS has Agent Status. The stickers should be placed in highly visible locations near the entrances of the community hall. This shows patrons entering the building that the EPS is in partnership with the community league, and will address any potential problems.

It’s important to include as part of every rental agreement that the EPS has Agent Status. The rental contract should clearly state that: Edmonton Police has Agent Status at this property.

Agent Status will not stop every problem or bad rental, but it may discourage unwanted individuals from entering the property. This program will act as a deterrent for bad renters and discourage renters from allowing problematic activity during their rental.

The Agent Status program is highly effective, and should be strongly considered. It’s used and enforced on hundreds of major public and private properties across the City of Edmonton.

For a copy of the Agent Status letter, see page 11 or go [here](#).

There should be at least two individuals listed as emergency contacts on the bottom of the Agent Status letter, so that the EPS can speak directly to a person in case of an emergency. This should be updated if the contacts change.

Collect as Much Rental Information as Possible

The person in charge of hall rentals should collect as much information as possible about the potential rental and renter. Additional information could include name, contact number, alternative contact number, email, organization name, etc.

Additional information about a renter may potentially be found on:

- Social networking sites, such as Facebook, X, TikTok, Snapchat, etc.
- Google
- Posters advertising an event in your neighbourhood (at local stores, restaurants, businesses, bars/lounges, or on light standards)

Ensure that any information collected is relevant to the rental/renter, and that the information (e.g. rental contracts, copies of drivers' licences, electronic files, credit card info) is properly handled and stored. Note that the collection of any personal information for the purpose of rentals is governed by **the Personal Information Protection Act (PIPA)**.

Develop Thorough Policy for Rental Agreements

Best practices for rental agreements may contain the following information:

- Terms and conditions (information about the agreement, general rules, fee payments, bookings, reservations, damage deposits, cancellation and forfeiture clause(s))
- Fee schedules
- A pre and post rental inspection list for the purposes of the damage deposit
- The type of event planned
- The number of people expected to attend
- The hours of the event
- If liquor will be served and the liquor licence information
- Proof of valid insurance (refer to the EFCL Resource Guide for **insurance information**), or contact your insurer
- Identification
- Include information on evacuation plans, muster point, and emergency contact information (EFRS, EPS, etc.).

- All insurance, AGLC, ID and rental agreement have to be in the same name
- A notation that the EPS (and possibly fire rescue personnel) may conduct occupant load counts to ensure that the premises are not overcrowded, there are no blocked exits, or any activities which may be hazardous to the occupants of the premises
- A plan for security personnel outlining protocol for emergency situations and issues with large groups (this may include a private security firm or other means of security)

Note: Do not sign a rental contract if the renter states that they will be hiring Police Special Duty members. An event requiring such personnel will be too large for most community halls.

If the community league is diligent in obtaining information about the renter and event, and makes it clear that the community league has police support, it is less likely that a bad rental will happen. Every community league should review all of their rental documents on an annual basis, and this should be noted in the minutes of each Annual General Meeting.

To see an example of a rental agreement that utilizes these best practices see **EFCL Link** on page 10.

Meet Potential Renters

Never compromise the safety or security of the person in charge of rentals. The person(s) in charge of rentals should never allow a potential renter into their home, and should never be alone with a potential renter. Business related to rentals should be conducted:

- With a minimum of two people present at the hall
- In person before confirming rental and final approval
- Meet at the community hall

Make a photocopy of a driver's licence or valid government photo ID. Make sure the ID is not damaged, mutilated, or defaced. If the ID is not in good condition, do not accept it. Copies of ID should be required for all rentals. However, recurring or repeat rentals may only require ID be provided (copied) on an annual basis.

Payments and damage deposits should be provided online or if the league accepts cheques 30 days in advance. Minimal or no cash should be accepted or kept on the premises. Any payment should be deposited to the community league's bank account as soon as possible, or stored in a secure location (safe, lock box, etc).

In the event of a conflict with a potential renter:

- The person in charge of rentals has the right to refuse a rental, it's the community league's discretion
- Try to remain calm, and do not allow the potential renter to intimidate
- Have an "escape plan" in place - carry a cell phone, and call the police
- Remember that a rental can be cancelled at a later date
- Use common sense and trust your instincts, if something does not feel right, end the conversation

Don't rent the facility if the person in charge of rentals has a bad feeling about a potential renter.

Don't rent a facility to a person that does not provide detailed and honest information about their rental plans.

Identify and Avoid Potential Problems

The following suggestions require open lines of communication between the community league, the EPS, or other agencies including the Alberta Gaming, Liquor and Cannabis Commission (AGLC) and the insurer. The goal is to identify potential bad rentals prior to a rental actually happening.

There are a few different ways that a community league can identify potential problems, and initiate an EPS response.

- The person in charge of rentals must remember that if they have a bad feeling about a potential renter - don't rent the facility. As the owner of the property, the community league has the sole discretion as to who they rent to
- The person in charge of rentals should use the rental agreement as a guide for questions for the potential renter. The rental agreement should clearly state the consequences for breaching the conditions of the rental agreement. If a renter is aware of the community league's partnership with the EPS, then it's less likely that a community hall will be rented based on false pretences

If the rental agreement has already been signed, and the person in charge of rentals identifies a significant issue with the rental, the community league should:

- Cancel the rental agreement
- Watch for similar rentals, it's possible a different individual may try to rent the hall for the same event
- Advise other community halls (it is important to build relationships with neighbouring leagues)

Follow-up, Review and Evaluate Regularly

Sometimes, nothing can be done to prevent a problem during a rental. Parties can unexpectedly get out of hand, especially when alcohol and other intoxicants are involved.

After an event, review and evaluate what did and didn't work. The key to any successful system is good communication between the board and the hall rentals person.

In the event the police were called, it is important to note that not all information pertaining to the investigation can be released.

Additional Information

Liquor Licences

Note: The following liquor licence information has been shortened and generalized for the purposes of this document. Contact the **AGLC** for detailed information.

General

The rental agreement should have a clause stating that events with liquor service must be concluded at a specific time. It is recommended that all liquor sales be concluded by 1:00 a.m. The AGLC requires that liquor service or sales must cease by 2:00 a.m, and liquor beverages must be cleared from patrons and liquor consumption must cease by 3:00 a.m. Further, the AGLC requires that liquor service and consumption must not exceed

the hours specified in the licence. Although it is not required by the AGLC, it is strongly recommended that the rental agreement state that the hall must be vacated by 3:00 a.m., with the exception of the renter for cleaning.

- It is up to the community league to determine how this is enforced
- If liquor will be served, ensure the renter has provided a valid liquor licence 30 days ahead of rental date

Liquor Information Types

There are three types of liquor licences that can be obtained for rentals:

1. Public events (i.e. events that require ticket sales, advertising, promotion) Licences for events for over 400 people are available for legitimate events; however they must be obtained from the AGLC. Most community halls should not be able to host an event of this size. Contact the **AGLC** and the public safety compliance team if a renter wishes to host an event of this size.

2. Private Non-Sale (\$10.00 and available online [here](#)) This licence allows the holder to provide liquor to invited guests free of any direct or indirect charge.

3. Private Resale (\$25.00 and available online [here](#)) This licence allows the holder to sell liquor to invited guests. It may only be obtained by:

- A non-profit charitable organization
- An adult who is responsible for organizing a family function such as a wedding reception or family reunion

Advertising

Any advertising for a private function must specify “members and invited guests only”. A community league may advertise a function on a sign, including a free-standing illuminated sign, on community league property. Posters may be displayed on community notice boards. Tickets to private functions cannot be sold to the general public, only members and invited guests.

Conditions of Liquor Licences

It is the renter’s responsibility to note the following:

- Liquor licence must be posted in a prominent location at the event
- AGLC inspectors and police must be admitted to premises covered by a licence
- The renter is responsible for the conduct of guests
- The renter is responsible to ensure that over-service does not occur
- The renter must ensure that responsible supervision is provided
- The AGLC recommends one supervisor for every 50 people, plus one at every door

- any activity that is contrary to any municipal bylaw, or any act or regulation of Alberta or Canada is prohibited
- Minors may not receive or consume liquor

After-Hours Events

After-hours events (events commencing or continuing after 3:00 a.m.) ***should not be permitted at any time***. A licensee must comply with the maximum hours of liquor service and consumption as specified on their liquor licence. There are no provisions in the Alberta Gaming and Liquor Act that permit liquor service, sales, or consumption after the liquor service and consumption period on the licence expires.

The rental agreement must clearly state that after-hours events are strictly prohibited.

Noise Management and Access Control

As previously recommended, the renter should designate and provide some form of security. Any individual providing security must remain sober. It is the responsibility of the renter to ensure that noise from a rental is kept to a reasonable level. The renter should ensure the person in charge of event security monitors the volume of music inside, directly outside, and at a distance from the building. Consider what a reasonable person would find acceptable.

Information about the City of Edmonton noise bylaw can be found on page 10, or [here](#).

Unwanted guests and weapons can be a significant problem for events. For larger events, events with alcohol, or events where all

guests may not be known to the renter, some form of security check should be conducted on guests - **weapons of any kind must not be permitted into any type of event.**

The person in charge of event security should monitor any individuals that are outside of the event. This includes smokers and individuals attempting to re-enter the building. The person in charge of security must be both willing and able to contact police in case of emergency or identification of a serious potential problem for the safety and security of individuals attending the event. The person in charge of security should ensure that locations for entrance and exit are kept to a minimum. All entrances/ exits must be monitored to ensure the safety and security of everyone at the event.

Contact and Resources

For a list of EPS Branch Locations:

<https://www.edmontonpolice.ca/EPSBranchLocations>

EPS Emergency Line: 911

EPS Non-Emergency Line: 780-423-4567

Bylaw Complaints: 311

EFCL Resource Guide:

<http://efcl.org/league-resources/hall-rental/>

For information on AGLC Liquor Licenses:

<https://aglc.ca/liquor/liquor-licences/apply-liquor-licence>

EPS Agent Status Program:

<https://www.edmontonpolice.ca/AgentStatusProgram>

Crime Prevention through Environmental Design (CPTED) is a multi-disciplinary approach of crime prevention that uses urban and architectural design and the management of built and natural environments. To learn more visit:

<https://www.edmontonpolice.ca/CPTED>

City of Edmonton Noise Bylaw:

https://www.edmonton.ca/city_government/bylaws/noise

The City of Edmonton Neighbourhood Empowerment Team (NET) responds to repeated or significant incidents that may impact the security and safety of Edmontonians across the city. **To learn more visit:** https://www.edmonton.ca/residential_neighbourhoods/community_safety/neighbourhood-empowerment-team

Any additional questions or concerns can also be directed to your City of Edmonton Neighbourhood Resource Coordinator (NRC). Your leagues City of Edmonton NRC can also be a valuable resource.



**Edmonton
Police
Service**

9620 - 100A Avenue
Edmonton, Alberta
Canada T5H 0H7
Ph: 780 421 3333

Business/Company Name and Address

Date:

To Whom It May Concern:

Re: Occurrence No: _____

I, _____ (Owner/Representative's name), as owner representative of a property at

_____ (include address with name of business) Edmonton, Alberta,

do hereby authorize all police officers of the Edmonton Police Service ("EPS") to act as my agent pursuant to the Trespass to Premises Act and the Petty Trespass Act. As my authorized representative, any police officer may issue and enforce bans against any person who, in their sole discretion, is determined to be a trespasser on the property, and to affect their purpose, are further authorized to enter onto any portion of the above noted property.

In order to assist EPS with identifying the location as one which has designated Agent Status to the EPS, the EPS will provide a sticker that I will display in a place open to public view.

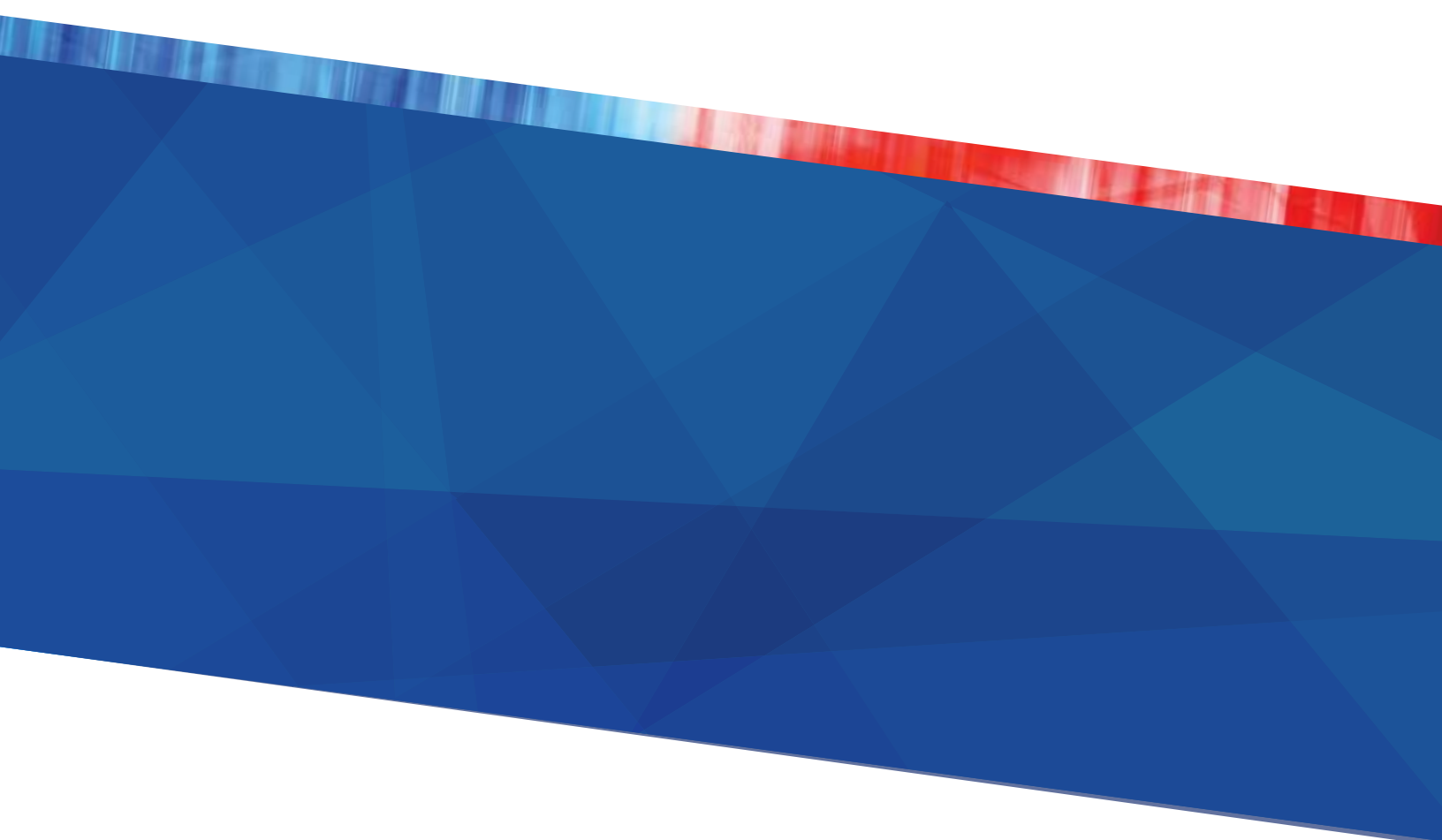
The authorization to ban or enforce bans is in effect 24 hours/day. This authorization is intended to remain in effect until revoked in writing, at which time the sticker should be removed and returned to the EPS. If the existing owner/representative of the business/property listed upon this document is leaving the business/property as the owner/representative, they must notify the EPS of such, thus terminating this agreement.

With respect,

(Owner/Representative)

Submitted by Req #:

Name:



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