



Edmonton Public Schools Archives and Museum Facility Rental Protocols

Please provide the following protocols to your participants and/or guests:

- Due to construction, there is **no parking** for the public or District staff.
- No food or drink is to be carried or served in hallways.
- Please respect the Archives and Museum staff and the public *by not using the hallways as a break-out space*. You are required to book a separate room as a break-out area.
- Tampering with and/or moving display items (including mannequins) and furniture is not allowed.
- Please **do not** apply fasteners (glue, tape, tacks or pins) to walls, windows or furniture surfaces.
- Washrooms:
 - a wheelchair accessible washroom is available on the 1st and 2nd floor
 - the basement has male and female washrooms
 - guests renting the 3rd floor have their own washrooms
- Please note that your booking end time is when you should be departing the room as our building closes at 4:00 p.m. and is alarmed at 4:15 p.m.
- Alternative parking lots are available on 104 St and 105 St.
- We encourage participants to follow us on:
 - Twitter [@EPSB_McKay](#)
 - Instagram [#yegmckayschool](#)
 - Flickr [mckayavenue_school](#)
 - Facebook [McKay Avenue](#)

These protocols are to ensure the continued success of our building as a beautiful rental space for the community at large. We thank you for your co-operation.