

McKay Avenue (Archives and Museum) Event Rentals

A Guide for the Public Using eBase

(03 Jun 2025)

Step-by-step approach to request a permit (i.e. booking) for meeting space.

eBase is the Division's application to facilitate and manage non-recreational bookings in its sites.

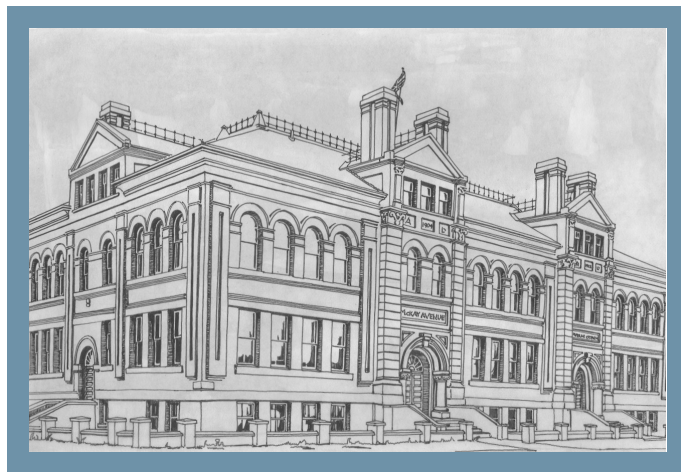


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Login to eBASE

You can find the link to log into [eBASE](#) on the epsb.ca website under [SUBMIT A RENTAL REQUEST](#).

RENTALS AND LEASING

RENT SPACE IN A SCHOOL

Space in schools may be rented for one-time or occasional non-recreational use during non-operational hours:

- Monday to Friday 5 to 10 p.m.
- Saturday and Sunday 8 a.m. to 10 p.m.

A variety of room types and sizes, such as classrooms, libraries, gymnasiums, cafeterias and auditoriums, are available.

VIEW: [School space rental rates \(PDF\)](#)

SUBMIT A RENTAL REQUEST

STEP 1
Create an account with [eBase](#).

STEP 2
Enter your information. Before you can complete registration, you will need to read and accept the Division's [rental guidelines](#).

STEP 3
Create a permit request. You'll be asked to share details about the number of attendees, your equipment needs and your insurance coverage.

STEP 4
Choose the school and the type of space you would like to rent.

STEP 5
Review your information. Once you're ready, click *Submit* to send us your permit request.

WHAT HAPPENS NEXT

We'll review your request. You can sign into eBase any time to view the status of your request. View the [permit status definitions](#) to understand what your status means.

If we have questions, we'll share those with you through the discussion portal in eBase. You'll receive an email notification from eBase with details about how to respond using the discussion portal.

Once you click the link, you will be directed to the Edmonton Public Schools Online Rental Booking System, eBASE. Please follow the instructions as outlined.



New user?

To get started with our online reservation system, all you have to do is create a new account.

[Get started](#)



[Watch the introduction video](#)

Welcome to Edmonton Public Schools Online Rental Booking System!

- Before you get started, please watch the introduction video above to learn how our online rental booking system works.
- Once you have completed registration for your account, you will receive an email asking you to validate your account. Please click on the link in the email to validate your account.
- Once your account is activated, you may log in to eBase to create permit requests.
- If you are having trouble creating a permit, please refresh your browser.

*****If you create an account on an evening or weekend, your account will be activated during business hours Monday - Friday.**

Existing users

Username

Password

[Login](#)

[Forgot your password?](#)

Rental Services requires a minimum of 20 days to facilitate a rental request.

If you have any questions, please check our [website](#) or contact Rental Services at rental@epsb.ca or 780-429-8427.

Our office hours are **Monday through Friday from 8:30 am to 4:30 pm.**

Step 1/5 - Enter Details About Your Event

DETAILS

Details

Permit type

[Need help choosing?](#)

Purpose

Ex: "Basketball tournament", "Scouts meeting"

Attendance

This includes participants and spectators

☐ Participants may be under 18

Permit type:

- McKay Avenue (Archives & Museum) - Room Bookings - Evening and Weekend
- McKay Avenue (Archives & Museum) - Room Bookings - Weekdays

Purpose: **enter a short description.**

Attendance: **enter number of people.**

INSURANCE

General Liability Insurance in the amount of **\$2 million** or **\$5 million** is required before the start date of your event rental.

Insurance source	Enter insurance information ▼
Insurance company	
Policy #	
Expiry date	

EQUIPMENT

- Fill in the required information.

QUESTIONS

- Fill in the required information.

Step 2/5 - Manage the Bookings For Your Event

ADD BOOKING(S)

Step 2/5: Manage the bookings for your event

Please allow at least **10 days** to process rental requests.

Rental requests submitted less than 10 days of the rental event may not be approved.

 Add booking(s)  Quick select  Actions

How would you like to add your bookings?

- Click on **Build**.
- **When** - enter required information.
- **Where**
 - Select **McKay Avenue (Archives & Museum)** from the drop down menu.
- Under Details, choose the room(s).

Add bookings ➕ Add Booking(s) ✖ Ci

Search Wizard to find open times and spaces **Build** Manually choose your times and spaces

When

Recurrence: Single

Date range: Apr 24, 2025
Start (MMM DD, YYYY)

Begin at: 9 00 AM
HH MM

End: 3 30 PM
HH MM

Where Show

McKay Avenue (Archives & Museum) Details

McKay Avenue - Third Floor Legislative Assembly Hall

☐ Third Floor Legislative Assembly Hall i

McKay Avenue - Alberta Room

☐ Alberta Room i

McKay Avenue - Reading Room

☒ Reading Room i

McKay Avenue - Inspector's Room

☐ Inspector's Room i

McKay Avenue - Northwest Territories Room

☐ Northwest Territories Room i

McKay Avenue - The Theatre

☐ The Theatre i

McKay Avenue - Guided Tour

☐ Guided Tour

Refer to [McKay Avenue \(Archives and Museum\) Event Rentals and Room Bookings Summary Sheet](#) for room information



Third Floor Legislative Assembly Hall *Theatre Style*



Third Floor Legislative Assembly Hall *Banquet Style*



Alberta Room



Reading Room



Inspector's Room *Theatre Style*



Inspector's Room *Round Tables*



Northwest Territories Room



The Theatre

- Click on Add Booking.

The next screen will show you what you've requested.

What do the colours mean?

☐ Pending
 ☐ Approved
 ☐ Expired
 ☐ Conflict
 ☐ Conflict with pending

Active bookings

June 2025

FRI 27 JUN	9:00am to 3:00pm	6 hours
McKay Avenue (Archives & Museum) · Inspector's Room, Reading Room		

Step 3/5 - Estimated Costs

The final amount will be updated when Rental Services has reviewed your permit.

- Permit costs
- Booking costs
- Total

Step 4/5 - Additional Information

EVENT SUPERVISORS

- This must be filled out even if the supervisor is the same as the person booking.
- Click on the **green plus sign** to enter the information.
- If there is more than one supervisor, add that information as well by clicking on **+Add** again.

ADDITIONAL INFORMATION

Categories that best describe the type of event. Check all that apply.

The screenshot shows the 'Create new permit' form. Annotations with arrows point to specific fields:

- Name of person booking:** Points to the 'Name' field under 'Event supervisors'.
- Contact information:** Points to the 'Phone' field under 'Event supervisors'.
- Type of meeting (can choose more than one):** Points to the 'Meeting' checkbox under 'Additional information'.

The 'Event supervisors' section includes an 'Add' button and a form with 'Name' and 'Phone' fields. The 'Additional information' section includes a list of event categories with checkboxes.

Space Details

- Drop down menu for Third Floor Legislative Assembly Hall and Inspector's Room
 - Please choose from the available options

Equipment

- Check if required.

Food and Beverage

- Yes/No response.

Alcohol

- Yes/No response.

Tablecloth Rental

- Yes/No response.

Step 5/5 - Review and Submit

- In each section (Details, Insurance, Bookings, Estimated Costs, Event Supervisors, Additional Information) click on the down arrow to confirm that the information is correct.
- If you need to make any changes to your booking, click on **Back** to the appropriate section and make the necessary changes.
- Click on **Submit**.

Next Steps

- Your application will be reviewed in the order it was received.
- Rental Services will contact you if additional information is required.
- Once Rental Services has approved your application, you will receive an email notification with your permit.
- Please have the permit in hand when you arrive.
- Should the permit request be denied, you will be provided with information as to why.
- All rentals must be paid for in advance.