



DELEGATED APPROVAL FORM
DEPUTY CITY MANAGER, CORPORATE SERVICES
EXECUTIVE DIRECTOR, CORPORATE REAL ESTATE MANAGEMENT

TRACKING NO.: 2026-103

Approved pursuant to the Delegated Authority contained in Article 2 of City of Toronto Municipal Code Chapter 213, Real Property

Prepared By:	Shernaz Writer	Division:	Corporate Real Estate Management										
Date Prepared:	March 3, 2026	Phone No.:	416-392-7614										
Purpose	To obtain authority to enter into a lease extension agreement with The Trustees of The East End United Regional Ministry (the "Landlord" or the "Church") with respect to portions of the Property, as defined below, for the purposes of community programming, social enterprise, provision of community services, an event and fundraising space, and for general office use or any other use agreed to in writing by the Landlord (the "Agreement").												
Property	The Property is municipally known as 1470 Gerrard Street East, Toronto, legally described as Block A, Plan 1301 Toronto except Pars 3 & 4 on 63R1754, City of Toronto, being all of PIN 21035-0201 (LT), (the "Property" or "Glen Rhodes Church"), as shown on the Location Map in Appendix "C".												
Actions	1. Authority be granted to enter into the Lease Extension Agreement with the Landlord, substantially on the major terms and conditions set out in Appendix "A", and including such other terms as deemed appropriate by the approving authority herein, and in a form satisfactory to the City Solicitor.												
Financial Impact	The total estimated cost to the City for the Five (5) year lease, commencing on January 1, 2026 and expiring on December 31, 2030 is approximately \$750,000.00 based on \$12,500.00 gross rent per month. For the Five (5) year extension, from January 1, 2031 to December 31, 2035, the estimated cost to the City is approximately \$975,000.00 based on \$16,250.00 gross rent per month. HST is not charged as the Landlord does not pay HST. If HST is charged, it will be the Landlord's responsibility. Funding in the amount of \$150,000.00 for 2026 is available in the 2026 Operating Budget for Corporate Real Estate Management (CREM) under cost center FA1379 and cost elements 5100007 (4433). Future year expenditures will be included in CREM's future Operating Budget Submissions for Council consideration. The Chief Financial Officer and Treasurer has reviewed this DAF and agrees with the financial implications as identified in the Financial Impact section.												
Comments	On November 8, 2016, City Council directed the General Manager of Shelter, Support and Housing Administration to include in the Red Door's 2017 operating agreement funds to support a partnership with Glen Rhodes United Church to access the food bank and programming space to support the shelter program. http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2016.CD15.9 On January 17, 2018, Economic and Community Development Committee of City Council requested the Deputy City Manager, Cluster A to assist in the exploration of increasing food access in east Toronto through the development of a potential food hub at Glen Rhodes Church or another suitable location to meet the deep needs of the community through establishing a working group in consultation with the local Councillor. http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2018.CD25 On May 22, 2018, City Council authorized the Executive Director, Social Development, Finance and Administration to allocate, issue and enter into an agreement for a Community Food Hub Feasibility Project to explore community food hub models in the Gerrard Street and Coxwell Avenue area that promote access to food and support broader community initiatives. The project also explored a governance structure and developed a sustainable business model to support the hub. http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2018.CD28.3 On September 5, 2019, City Council via EC11.3 directed the Executive Director, Social Development, Finance and Administration to invite Applegrove Community Complex to apply to the Community Services Partnerships grant program to promote access to food and support broader community initiatives. Subsequently via DAF2021-138 dated May 21, 2021, The Trustees of East End United Regional Ministry and The City of Toronto signed a lease agreement for the use of the church space by the Applegrove Food Hub. The proposed rent and other major terms and conditions of the Lease Renewal Agreement are considered to be fair, reasonable and reflective of market rates.												
Terms	See Appendix "A"												
Property Details	<table border="1"> <tr> <td>Ward:</td><td>14 - Toronto - Danforth</td></tr> <tr> <td>Assessment Roll No.:</td><td>190408350006500</td></tr> <tr> <td>Approximate Size:</td><td></td></tr> <tr> <td>Approximate Area:</td><td>930 m2</td></tr> <tr> <td>Other Information:</td><td>PIN: 21035-0201</td></tr> </table>			Ward:	14 - Toronto - Danforth	Assessment Roll No.:	190408350006500	Approximate Size:		Approximate Area:	930 m2	Other Information:	PIN: 21035-0201
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A.	Executive Director, Corporate Real Estate Management has approval authority for:	Deputy City Manager, Corporate Services has approval authority for:
1. Acquisitions:	☐ Where total compensation does not exceed \$3 Million.	☐ Where total compensation does not exceed \$5 Million.
2A. Expropriations Where City is Expropriating Authority:	☐ Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$3 Million.	☐ Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$5 Million.
2B. Expropriations For Transit-Related Purposes Where City is Property Owner or Has Interest in Property Being Expropriated:	☐ (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$3 Million. Request/waive hearings of necessity delegated to less senior positions.	☐ (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$5 Million. Request/waive hearings of necessity delegated to less senior positions.
3. Issuance of RFPs/REOIs:	☐ Issuance of RFPs/REOIs.	☐ Issuance of RFPs/REOIs.
4. Permanent Highway Closures:	☐ Initiate process & authorize GM, Transportation Services to give notice of proposed by-law.	☐ Initiate process & authorize GM, Transportation Services to give notice of proposed by-law.
5. Transfer of Operational Management to Divisions, Agencies and Corporations:	☐ Transfer of Operational Management to Divisions, Agencies and Corporations.	☐ Transfer of Operational Management to Divisions, Agencies and Corporations.
6. Limiting Distance Agreements:	☐ Where total compensation does not exceed \$3 Million.	☐ Where total compensation does not exceed \$5 Million.
7. Disposals (including Leases of 21 years or more):	☐ Where total compensation does not exceed \$3 Million.	☐ Where total compensation does not exceed \$5 Million.
8. Exchange of land in Green Space System & Parks & Open Space Areas of Official Plan:	☐ Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan.	☐ Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan.
9. Leases/Licences (City as Landlord/Licensor):	☐ (a) Where total compensation (including options/renewals) does not exceed \$3 Million. ☐ (b) Where compensation is less than market value, for periods not exceeding twelve (12) months, including licences for environmental assessments and/or testing, etc. Delegated to a more senior position.	☐ (a) Where total compensation (including options/renewals) does not exceed \$5 Million. ☐ (b) Where compensation is less than market value, for periods not exceeding twelve (12) months, including licences for environmental assessments and/or testing, etc. ☐ (c) Where compensation is less than market value, provided tenant and lease satisfy Community Space Tenancy Policy criteria set out in Item EX28.8, as adopted by Council on November 7, 8 and 9, 2017, as amended from time to time.
10. Leases/Licences (City as Tenant/Licensee):	☒ Where total compensation (including options/renewals) does not exceed \$3 Million.	☐ Where total compensation (including options/renewals) does not exceed \$5 Million.
11. Easements (City as Grantor):	☐ (a) Where total compensation does not exceed \$3 Million. ☐ (b) When closing roads, easements to pre-existing utilities for nominal consideration.	☐ (a) Where total compensation does not exceed \$5 Million. ☐ (b) When closing roads, easements to pre-existing utilities for nominal consideration.
12. Easements (City as Grantee):	☐ Where total compensation does not exceed \$3 Million.	☐ Where total compensation does not exceed \$5 Million.
13. Revisions to Council Decisions in Real Estate Matters:	☐ Amendment must not be materially inconsistent with original decision (and subject to General Condition (U)).	☐ Amendment must not be materially inconsistent with original decision (and subject to General Condition (U)).
14. Miscellaneous:	☐ (a) Approvals, Consents, Notices and Assignments under all Leases/Licences ☐ (b) Releases/Discharges ☐ (c) Surrenders/Abandonments ☐ (d) Enforcements/Terminations ☐ (e) Consents/Non-Disturbance Agreements/Acknowledgements/Estoppel Certificates ☐ (f) Objections/Waivers/Cautions ☐ (g) Notices of Lease and Sublease ☐ (h) Consent to regulatory applications by City, as owner ☐ (i) Consent to assignment of Agreement of Purchase/Sale; Direction re Title ☐ (j) Documentation relating to Land Titles applications ☐ (k) Correcting/Quit Claim Transfer/Deeds	☐ (a) Approvals, Consents, Notices and Assignments under all Leases/Licences ☐ (b) Releases/Discharges ☐ (c) Surrenders/Abandonments ☐ (d) Enforcements/Terminations ☐ (e) Consents/Non-Disturbance Agreements/Acknowledgements/Estoppel Certificates ☐ (f) Objections/Waivers/Cautions ☐ (g) Notices of Lease and Sublease ☐ (h) Consent to regulatory applications by City, as owner ☐ (i) Consent to assignment of Agreement of Purchase/Sale; Direction re Title ☐ (j) Documentation relating to Land Titles applications ☐ (k) Correcting/Quit Claim Transfer/Deeds

B. Deputy City Manager, Corporate Services and Executive Director, Corporate Real Estate Management each has signing authority on behalf of the City for:

- Documents required to implement matters for which each position also has delegated approval authority.
- Agreements of Purchase and Sale and all implementing documentation for purchases, sales and land exchanges not delegated to staff for approval.
- Expropriation Applications and Notices following Council approval of expropriation.
- Community Space Tenancy Leases approved by delegated authority by the Deputy City Manager, Corporate Services and any related documents.

Pre-Condition to Approval

☒ Complies with General Conditions in Appendix B of City of Toronto Municipal Code Chapter 213, Real Property

Consultation with Councillor(s)

Councillor:	Paula Fletcher	Councillor:	
Contact Name:	Catherine LeBlanc-Miller	Contact Name:	
Contacted by:	Phone ☐ X ☒ E-Mail ☐ Memo ☐ Other ☐	Contacted by:	Phone ☐ E-mail ☐ Memo ☐ Other ☐
Comments:	Concurred – email July 2, 2026	Comments:	

Consultation with Divisions and/or Agencies

Division:	Social Development, Finance & Administration	Division:	Financial Planning
Contact Name:	Daniel Bondi	Contact Name:	Karen Liu
Comments:	Concurred	Comments:	Concurred

Legal Services Division Contact

Contact Name:	Kenneth Farrell
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DAF Tracking No.: 2026- 103	Date	Signature
Recommended by: Manager, Real Estate Services Josie Lee	July 16, 2026	Signed By Josie Lee
Recommended by: Director, Real Estate Services Alison Folosea	July 23, 2026	Signed By Alison Folosea
☐ Recommended by: Executive Director, Corporate Real Estate Management	July 27, 2026	Signed By Patrick Matozzo
☒ Approved by: Patrick Matozzo		
☐ Approved by: Deputy City Manager, Corporate Services Sonia Brar		X

Appendix "A"

Major Terms and Conditions

Leased Premises: The Property has been divided into four categories of spaces: the City Exclusive areas, the Landlord Exclusive Use Areas; the Shared Use Areas and the Common Areas. Each of these categories correspond to portions of the property shown on the floor plans attached hereto. The City has exclusive possession of the City Exclusive Areas at all times and shared access to the Common Areas at all times. The Landlord and the City may use the Shared Use Areas during the dates and times set out in Appendix "B". The term "Leased Premises" includes the City Exclusive Use Areas, the Shared Use Areas and the Common Areas

Rent: For the period from January 1, 2026 to December 31, 2030, \$ 150,000.00 annual rent (inclusive of any applicable HST) payable in monthly installments of \$ 12,500.00 on the 10th of each month.

This is a gross lease therefore Rent is inclusive of all charges, costs, expenses, taxes, rates, utilities and fees payable unless otherwise described in the lease but exclusive of the fit up work detailed below. No additional rent is payable.

Term: Five (5) years commencing January 1, 2026 and expiring December 31, 2030.

Options to Renew: 1 option of Five (5) years

Estimated rent: For the period from January 1, 2031 to December 31, 2035, \$ 195,000.00 annual rent (inclusive of any applicable HST) payable in monthly installments of \$ 16,250.00 on the 10th of each month.

Use: The Leased Premises may be used for community programming, social enterprise and provision of community Services, as an event and fundraising space, for general office use or any other use agreed to in writing by the Landlord. Applegrove, the current expected user of the entire Leased Premises, is the City's agent and its use of all or a portion of the Leased Premises requires no further permission or consent on the part of the Landlord. There are no restrictions on how the Landlord uses the Landlord's Exclusive Use Areas or the Shared Use Areas.

City Obligations: The City is solely responsible for the operation within the Leased Premises, and for:

- keeping the Leased Premises in a clean, safe and orderly state free of any hazardous or toxic waste or substance, provided this obligation shall in no way relieve the Landlord from providing janitorial services and periodic cleaning as further set out in this Lease;
- repairing any damage to the Property caused by gross negligence or misconduct of the City or someone for whom the City is responsible for at law; and
- covering all of its own programming and staffing costs, including securing all necessary permits, permissions and consents.

Landlord Obligations: In addition to providing a full range of utilities and services, the Landlord must:

- a) keep or cause the interior and exterior of the Building (including all of its various electrical or mechanical systems, equipment), the Lands (including all fixtures, structures or improvements thereon) and all parts thereof, to be kept in working order and in a clean, orderly and safe condition as a prudent building owner would;
- b) promptly do, make or cause, all such capital and non-capital work, repairs, rebuilding and replacements (structural or otherwise), ordinary as well as extraordinary, foreseen as well as unforeseen, including all such repairs, rebuilding and replacements which a prudent owner would do or cause to properly maintain and operate the Building (including the Building Systems and Structures) and the Lands (including all fixtures, structures or improvements thereon) considering the Permitted Use;
- c) consult with the City regarding the order of priority of future capital works;
- d) do all acts and things as may be necessary to ensure the continuous availability of such services and utilities the Landlord is obligated to provide in such manner as to cause as little disturbance to the Permitted Use of the City as may be practicable under the circumstances then existing;
- e) ensure that all maintenance, repairs, replacements, alterations, changes, substitutions or improvements required to be effected by the Landlord hereto are in all respects to a standard

at least substantially equal to the quality and workmanship of the original work and materials affected and meet all requirements of Applicable Law, including but not limited to the Occupational Health and Safety Act, R.S.O. 1990, c.O.1, or any successor or replacement legislations;

- f) immediately notify the City upon becoming aware of any asbestos or hazardous materials in any part of the Building or lands. Without limiting any other rights hereunder, the City may, upon receiving such notice elect to terminate the Lease or require the Landlord to seal, remove, dispose or eliminate the asbestos and/or hazardous materials to the satisfaction of the City; and
- g) comply with Applicable Law, including in particular, all public health measures when making use of the Landlord's Exclusive Use Area, the Shared Use Areas and the Common Areas.

Insurance: The City must maintain:

- (a) all risks insurance (including flood and earthquake) property insurance in an amount equal to one hundred (100%) percent of the full replacement costs, insuring the Leased Premises and all property owned by the City or for which the City is legally liable located thereon; and
- (b) comprehensive general liability insurance including bodily injury, personal injury and property damage, with a limit of not less than Five Million Dollars (\$5,000,000.00) per occurrence..

The Landlord must maintain:

- a) insurance against destruction or damage by fire and those additional perils contained in the "extended perils" endorsements of such insurance company or companies usual from time to time for similar risks to the extent of the full replacement cost thereof;
- b) if any boiler or pressure vessel is operated in the Building or on the Lands, boiler and pressure vessels insurance in such amount as may be reasonable from time to time but in any event not less than Two Million Dollars (\$2,000,000.00);
- c) commercial general liability insurance for bodily injury or death or property damage resulting from each occurrence in such amount as may be reasonable from time to time but in any event not less than Five Million Dollars (\$5,000,000.00);and
- d) during any period of construction, builder's risk insurance (CCDC Form 201) insuring such construction for the full replacement cost thereof with deductibles on a defined occurrence basis for all risks of physical damage.

All policies of insurance required to be taken out by the Landlord shall be placed with insurers to be approved by the City's Chief Financial Officer and Treasurer or their successor or designate from time to time, provided the parties hereby acknowledge and agree that Ecclesiastical Insurance Office plc is acceptable to the City's Chief Financial Officer and Treasurer as of the date of this Lease.

The City's Insurance and Risk Management group was consulted in negotiation of this clause.

Mutual Indemnity:

In recognition of the shared use of space, the parties have agreed to indemnify and release each other from and against all present and future claims, suits, actions, litigations, arbitrations, proceedings, including, without limitation, liabilities, obligations, losses, damages, penalties, judgments, costs, expenses, fines, disbursements, including legal fees on a full indemnity basis, plus interest, demands and actions of any nature or any kind whatsoever which are brought against or made arising out of the acts or omissions of the other.

Restoration of the Premises:

Upon the Expiry Date or early termination of the Term, the City shall peaceably surrender and yield up to the Landlord the Leased Premises in the condition that existed as of the Commencement Date, provided for the sake of clarity that the City shall be under no obligation to remove any alterations installed in accordance with the Lease.

Early Termination: At any time during the Term, the City may terminate the Lease with six (6) months' prior written notice to the Landlord for any reason at the City's sole and absolute discretion. The City can also terminate the Lease upon giving the Landlord thirty (30) days written notice solely in the event that Applegrove loses the operating budget that enables it to operate in the Leased Premises, as determined by the City in its sole discretion. The Landlord has no right of early termination.

Glen Rhodes Campus Space Assignment Schedule

Ground Floor and Mezzanine

Legend													
	Landlord Exclusive Area			Tenant Exclusive Areas			Shared Areas			Common Areas			
Building Floor	Ground Floor Room Schedule										Mezzanine Room Schedule		
Day of the Week	Rooms	15 Sanctuary	16 Narthex	8 Program Room 6 WC 7 Kitchenette	2 Office A & 3 WC	12 Storage B	1 Office B	Common (5,9,10,11,13,14)	Subtotal	3 Balcony	1 SW Landing	Common (2,4,5)	Subtotal
	Total Area (sf)	4,841.72	500.53	447.65	194.74	74.59	162.00	845.87	7,067.10	671.79	236.11	354.08	1,261.98
Monday	Morning (9am - 1pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Afternoon (1pm - 5pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Evening (5pm - 9pm)	Landlord	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Night (9pm - 9am)	Landlord	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
Tuesday	Morning (9am - 1pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Afternoon (1pm - 5pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Evening (5pm - 9pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Night (9pm - 9am)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
Wednesday	Morning (9am - 1pm)	Landlord	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Afternoon (1pm - 5pm)	Landlord	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Evening (5pm - 9pm)	Landlord	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Night (9pm - 9am)	Landlord	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
Thursday	Morning (9am - 1pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Afternoon (1pm - 4pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Evening (4pm - 9pm)	Landlord	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Night (9pm - 9am)	Landlord	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
Friday	Morning (9am - 1pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Afternoon (1pm - 4pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Evening (4pm - 9pm)	50/50	50/50	50/50	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Night (9pm - 9am)	50/50	50/50	50/50	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
Saturday	Morning (9am - 1pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Afternoon (1pm - 5pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
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	Night (9pm - 9am)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
Sunday	Morning (9am - 1pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Afternoon (1pm - 5pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Evening (5pm - 9pm)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
	Night (9pm - 9am)	Tenant	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Common		Exclusive	Exclusive	Common	
Comments 1. Every 4th Monday of the month the Landlord hosts a community dinner in the Sanctuary/Narthex/Barabara Christie. The Landlord may use the space for this purpose and will provide a monthly schedule to the Tenant by January 1 of each year. The Tenant may request the use of equivalent Landlord time in these spaces, subject to availability. 2. The Landlord and Tenant may each book two Friday evenings and nights per month on a first come first served basis. Any Friday that is unbooked within 30 calendar days may be booked by either party on a first come first served basis. 3. On Thursdays and Fridays the afternoon time slot ends and evening slot starts at 4pm to facilitate evening space use and rental.													

Basement:

Legend									
	Landlord Exclusive Area			Tenant Exclusive Areas		Shared Areas			Common Areas
Building Floor	Basement Room Schedule								
Day of the Week	Rooms	26 Auditorium 25 Stage	13 Kitchen	18 Office B	8 Walk-In Fridge/Freezer 16 Storage D 19 Storage E	17 Office A 21 Office C 22 Office D	3 Storage A 9 Storage C 23 Storage F	Common (1, 2, 4, 5, 6, 7, 10, 11, 12, 14 15, 20, 24, hallways)	Subtotal
	Total Area (sf)	2,149.19	309.52	122.81	438.82	644.36	375.24	2,295.32	6,335.26
Monday	Morning (9am - 1pm)	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Afternoon (1pm - 5pm)	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Evening (5pm - 9pm)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Night (9pm - 9am)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
Tuesday	Morning (9am - 1pm)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Afternoon (1pm - 5pm)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Evening (5pm - 9pm)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Night (9pm - 9am)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
Wednesday	Morning (9am - 1pm)	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Afternoon (1pm - 5pm)	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Evening (5pm - 9pm)	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Night (9pm - 9am)	Landlord	Landlord	Exclusive	Exclusive	Exclusive	Exclusive	Common	
Thursday	Morning (9am - 1pm)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Afternoon (1pm - 4pm)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Evening (4pm - 9pm)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Night (9pm - 9am)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
Friday	Morning (9am - 1pm)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Afternoon (1pm - 4pm)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Evening (4pm - 9pm)	50/50	50/50	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Night (9pm - 9am)	50/50	50/50	Exclusive	Exclusive	Exclusive	Exclusive	Common	
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	Evening (5pm - 9pm)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	
	Night (9pm - 9am)	Tenant	Tenant	Exclusive	Exclusive	Exclusive	Exclusive	Common	

Comments:

- Every 4th Monday of the month the Landlord hosts a community dinner using the Auditorium and Kitchen space. The Landlord may use the space for this purpose and will provide a monthly schedule to the Tenant by January 1 of each year.
The Tenant may request the use of equivalent Landlord time in these spaces, subject to availability.
- The Landlord and Tenant may each book two Friday nights per month on a first come first served basis. Any Friday that is unbooked within 30 calendar days may be booked by either party on a first come first served basis.
- On Thursdays and Fridays the afternoon time slot ends and evening slot starts at 4pm to facilitate evening space use and rental.

Appendix "C" - Floor Plans



