



**MTAM Education Centre 173 Marion Street:
Renter Information & Obligations**

Parking

A map has been provided showing the neighbourhood streets which have no parking restrictions.

Some streets in the neighbourhood have 2-hour parking limits from 9:00am-5:30pm Monday through Saturday. There are no parking restrictions on Sunday.

If needed, you may contact the [City of Winnipeg Parking Authority](#) to request the restrictions be lifted on a nearby street for the duration of your event. This should be done at least 2 weeks in advance.

Please instruct your participants to avoid parking in any reserved spaces behind or around the building. Unauthorized vehicles will be towed.

Entering the Education Centre

For rentals during our regular business hours, enter at 175 Marion Street. Reception staff will let you in.

If your rental period is outside of our regular business hours, you'll be provided with a key to 173 Marion Street (Education Centre).

The alarm panel is at the back of the room on the left side.

Disarm the alarm by entering the code _____.

Exiting the Education Centre

For rentals during our regular business hours, reception staff will let you out and look after securing the space.

If your rental period is outside of our regular business hours:

- Ensure you have already removed your belongings and any garbage bags from the space. Garbage and recycling bins are at the rear of the building.

- Lock the deadbolt on the 173 Marion Street door.
- Set thermostat to 23 in summer months; 19 in winter months.
- Leave the key on the credenza in the education centre.
- Shut off all lights (classroom, kitchen, restroom)
- Ensure the doorknob lock is locked on the back hallway door.
- Arm the alarm with the code provided.
- Exit the building through the back hallway.

Use of Kitchen

Participants may have food and beverage in the facility but are expected to keep the space clean and free of spills. You may use the following kitchen items:

- Fridge
- Microwave
- Water Cooler
- Coffee Maker
- Kettle
- Dishwasher
- Cups, plates, cutlery

Renters are required to clean up any kitchen items used and remove any leftover food from the kitchen/fridge.

You must provide your own tea, coffee, filters, etc.

There are also several good restaurants and grocery stores nearby.

Restrooms

A restroom is located in the Education Centre and 2 additional restrooms in the rear hallway which are shared by all units in the building. If you are using the restrooms in the hallway, remember to unlock the door to the hallway so no one gets locked out. Please ensure the door is locked again at the end of the day.

Extra rolls of toilet tissue and paper towels are stored in the main restroom.

Renter Expectations

- Clean-up is to be done during the rental period. This includes removal of any items brought into the facility, garbage, etc. Load any dishes used into the dishwasher and set it to wash. Cleaning supplies are located in the cabinet under the kitchen sink and in the cabinet in the restroom.
- Renters have access to the Education Centre Room, restrooms, and kitchen area.
- The reception area and office space are not included in the rental and cannot be used for any portion of the rental activity.
- Use of massage tables and projector/screen must be rented in advance, and the cost will be incorporated into your rental agreement.
- Teaching materials/posters:
 - Items can be hung on walls with painters' tape or 'fun tak' only.
 - No tacks, staples, packing tape or duct tape.
 - Use of matches, lighters, or open flame is not permitted. For example - fire cupping, moxibustion, etc.
- Cleaning Responsibilities:
 - Remove all items from walls
 - All items brought in must be removed after the event
 - Wipe down counters and any kitchen items and massage tables used
 - All garbage and recycling must be disposed of into our bins at the rear of the building
 - All cleaning supplies and garbage bags will be provided and can be found in the cabinet under the kitchen sink.
 - The Renter agrees to vacate the Centre at the scheduled conclusion to their event and after any clean up, as required.

MTAM Education Centre

173-175 Marion
Street _____

at the corner of
Marion and
Kenny

