



## **NON-PROFIT CHARITY COMMUNITY SPACE POLICY**

Salthill Property Management Inc. (formerly Strathallen) has been a long-standing supporter of community charities and non-profit organizations. We welcome registered non-profit, and community groups to use our provided retail space to raise awareness of their causes, events or for fundraising purposes. Please refer to our guidelines below to ensure your group meets the requirements to be eligible.

### **Who is eligible?**

- Must be a **CHARITABLE OR CHARITABLE-LIKE ORGANIZATION OR NOT FOR PROFIT**, or any company whose primary purpose is charitable.
- The primary purpose at being at the Shopping Centre must be to raise money for charity or provide information to the general public. If a group says they will donate leftover profits to charity then they are not eligible.
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### **Who is NOT eligible?**

- For profit groups
- Individual pursuits and private foundations
- Religious groups/ organizations
- Political parties
- Third party fundraising
- Lobbying or advocacy groups
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### **What space will be provided?**

This will be determined based on your needs and what the desired Shopping Centre has to provide for space. Depending on the Shopping Centre, equipment included might be a table with two chairs. Any other equipment requests (including power) must be discussed with the Shopping Centre and put on your application. Any additional display items or signage are at the cost of the group/ organization and must be approved by the Shopping Centre management PRIOR to set up. It is best to send any graphics you are hoping to use with your application. This will better give the Shopping Centre an idea about what graphics will look like and an opportunity to discuss any changes that need to be made.



### **When can the non-profit space be used?**

The space will be available at the times you and the Shopping Centre discuss but is open to use Monday to Sunday during the Shopping Centre's hours of operation (please see website of Shopping Centre for details). Each group/ organization can use the space provided for up to one (1) week at a time to a maximum of four (4) times a year. Booking requests must be made a minimum of six (6) weeks apart.

Depending on space availability it may be unavailable for November and December due to increased demand and high number of holiday shoppers.

### **What is required to book a space?**

To book the space groups must fill out the Community Space Application form and submit it at least six (6) weeks prior to the requested date. This will allow time for your group/ organization to work with the Shopping Centre and create solutions for your needs. Please remember that space is limited at each of our Shopping Centres and come on a first serve basis.

### **How much does it cost?**

It is completely free if you meet the requirements listed above! At Salthill Property Management Inc. we want to ensure that not for profits and charity groups have an opportunity to fundraise and promote their causes.

### **What's next?**

Once you have submitted an application form complete with all relevant media and forms, please allow for seven (7) days for the Shopping Centre to get back to you. They will discuss if your application has been approved, disapproved or if there is clarification needed before booking can be confirmed. They will also discuss with you at this time, what spaces they have available and which one(s) will best suite your needs.

All groups/ organizations must agree to sign the non-profit licensing agreement, and lottery licenses (if applicable), and abide by our Operation Rules and Regulations. If raffle tickets are sold or donations collected, the group will be required to complete and submit the sales report within one (1) week of the last day of the booking.

If you are eligible, please reach out to the local shopping centre via the general inquiry email or phone number located on the contact page of the Shopping Centre website and ask for the local community or marketing representative.

Thank you for your consideration and we look forward to working with you.