

## **Finding and Booking Space for Meetings**

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- **CITY HALL**

Booking of space by not-for-profit organizations, for municipal-related business, is given priority. Weekday bookings are available only after 5pm (regular City Hall business hours). Weekend bookings are also available.

Be aware that Mayor Watson announced on January 23, 2013, that each City Councillor will be able to book Jean Pigott Place (the large, open space beside the Council Chamber) once a year, at no charge, for use by a not-for-profit or community group in their ward.

Meeting spaces at City Hall are listed [here](#) by location, with their room capacity, price, and contact information.

- **OTTAWA PUBLIC LIBRARY**

Many branches have meeting rooms (including auditoriums) that may be rented at reasonable prices by Not-for-Profit organizations, such as Community Associations. *If your City Councillor or any City staff member is involved in the meeting, the space is free of charge (although will need to be booked through the Councillor's or City Staff office).*

Library meeting spaces are listed [here](#) by location, with their room capacity, price, and contact information. There is no "central booking". Bookings must be made through the branch, where you would like to meet.

- **LIBRARY & ARCHIVES CANADA**

The auditorium and two conference rooms are available for rent to not-for-profit organizations whose mandate falls within the mandate of LAC. For Community Associations, the relevant clause within LAC's mandate reads, "Facilitate in Canada cooperation among communities involved in the acquisition, preservation and diffusion of knowledge."

For details and bookings, call 613-996-5115

- **CITY CHURCHES, SYNAGOGUES, MOSQUES**

Most local religious buildings have meeting spaces for rent. Many will ask you to purchase Liability Insurance for your meeting or event.

Contact the individual institution.

- **THE BRONSON CENTRE**

Meeting spaces are listed [here](#), with their room capacity, price, and contact information.

- **SOLOWAY JEWISH COMMUNITY CENTRE**

Contact information for facility rentals is provided [here](#).

- **OTTAWA SCHOOL BOARDS**

- **Ottawa Carleton District School Board**

- The Board offers facilities for rent to the community, although groups must carry a minimum of \$2 million Liability Insurance to qualify. Contact information and description of spaces and services is available here:

- <http://www.ocdsb.ca/com/involvement/cuos/Pages/default.aspx>

- Of particular note is the Confederation Education Centre, adjacent to the Nepean Sportsplex, a decommissioned school that rents all of its space out to community groups and other educational institutions.

- **Ottawa Catholic School Board**

- The OCSB provides no-cost use of schools to all not-for-profit community groups, provided a caretaker is already on duty (ie. weekday evenings).

- Contact the individual school (Office Administrator) to determine availability.

- <http://www.ottawacatholicschools.ca/images/communityuse/ocsb-community-use-booking.pdf>

- **COLLEGES & UNIVERSITIES**

- **Algonquin College of Applied Arts & Technology**

- Meeting room rentals are available, to accommodate groups from 15-900 people. Choose from classroom facilities (equipped with a data projector, computer, telephone, and Internet access) or from rooms that can be reconfigured to accommodate your needs. They also have computer labs, auditorium style classrooms with desks, and boardrooms.

- See details [here](#).

- **Carleton University**

- The Department of Physical Recreation and Athletics rents out several of its facilities, to the public, for tournaments, club events, and social activities.

- See details [here](#),

- **Ottawa University**

- Halls, meeting rooms, banquet halls (80 to 256 people), auditoriums (100 to 420 people), cafeteria (600 people), suitable for workshops, receptions, club meetings, conferences. Audio-visual facilities available.

- Call 613-562-5771 for information and reservations.

- **OTTAWA CITIZEN**

- The conference facility is available for use by not-for-profit organizations, subject to availability and cancellation on short notice. Use is limited to once a month per group. Tables and chairs are available. Group must provide audio-visual and/or other equipment and supplies. Capacity: 135 people (standing room only), 80 people with chairs only, 55 people utilizing tables and chairs.

- Call 613-596-3511 for information and reservations.

- **MUSEUMS & GALLERIES**

**Nepean Museum**

Two meeting rooms are available to the community,  
Mon-Fri 10 am-5 pm Sat-Sun 1 pm-4 pm

<http://www.nepeanmuseum.ca/content/facility-rentals>

**Aviation & Space Museum**

[http://www.aviation.technomuses.ca/visit\\_us/rentals/](http://www.aviation.technomuses.ca/visit_us/rentals/)

**Science & Technology Museum**

[http://www.sciencetech.technomuses.ca/english/visitus/facilityrentals\\_e.cfm](http://www.sciencetech.technomuses.ca/english/visitus/facilityrentals_e.cfm)

**Museum of Nature**

<http://nature.ca/en/about-us/products-services/facility-rentals>

**National Gallery of Canada**

<http://www.gallery.ca/en/about/space-rentals.php>

- **YMCA-YWCA**

[Nepean Y](#)

1642 Merivale Road (Merivale Mall), 2nd floor

Nepean

613-727-7070

[Ruddy Family Y](#)

265 Centrum Blvd

Orleans

613-830-4199

[Taggart Family Y](#)

180 Argyle Avenue

Ottawa

613-788-5000

- **SENIOR ADULTS' CENTRES**

**Gloucester Senior Adults Centre**

<http://members.storm.ca/~gsac/>

Contact Executive Director, Sharon Oatway, at 613 749-1974 for bookings.

**Good Companions Centre**

Facilities rental information is available [here](#).

**Old Forge Community Resource Centre**

Facilities rental information is available [here](#).

- **THE COMMUNITY INFORMATION OF OTTAWA DATABASE**

An extensive list of [meeting facilities](#), within and outside the National Capital Region.

- **SERVICE CLUBS**

Many of these organizations may be willing to partner with yours. In each case, you will need to approach the local branch to inquire about their willingness to support your association.

Kiwanis Club of Ottawa

Rotary Club of Ottawa

Lions Club

Masonic Lodge

Royal Canadian Legion

Moose Lodge

Boys and Girls Clubs

Masonic Lodge

IODE

Royal Canadian Legion

- **OTHER SOURCES OF ASSISTANCE**

Chamber of Commerce

Volunteer Ottawa

Community Centres (in adjacent neighbourhoods)

Your City Councillor