



Shared Space Application

Shared Space Policy

The Malaysian Singaporean Bruneian Community Association (MSBCA) recognizes that many fellow non-profit organizations (NPOs) in Calgary, Alberta need space for their activities, programs and services.

To address this public need and to help organizations build a more diverse and vibrant Calgary, MSBCA aims to share its facility space with unaffiliated NPOs who do not have currently have space.

Unaffiliated NPOs may apply to use MSBCA's space *free of charge*.

Approval of facility-sharing with each applicant shall be at the discretion of the Board. This shall be based upon considerations such as organization status; type, purpose, size, frequency of usage; space availability; completeness and quality of submitted application and supporting documents.

This policy and application form may be subject to change with or without notice.

A. Organization Status

1. Full name of organization:

2. Type of non-profit organization:
 - Arts
 - Community Service
 - Cultural
 - Educational
 - Religious
 - Other: _____

3. Incorporation Type (please include copy of document or identification number):
 - Societies Act
 - Part 9 of Companies Act
 - Canada Not-for-Profit Corporations Act
 - Religious Societies Land Act
 - Other: _____
 - None*

**Applicants who are not incorporated must submit documents supporting organization's existence and non-profit purpose*

4. Other public registration or licensing (please include copy of document or identification number):
 - Alberta Gaming and Liquor Commission
 - Registered charity through Canada Revenue Agency
 - Registered charitable organization through Charitable Fundraising Act / Service Canada
 - Other: _____
 - None



5. What is the purpose of your organization?
6. List past & current activities, programs or services of your organization (please include any posters, brochures or advertisements):

7. What is the approximate number of members in your organization?
8. To the best of your knowledge, do you share any common members with MSBCA?
- Yes
 - No

If yes, please list by name any MSBCA members that are members of your organization:

9. Do you currently own or lease a facility?
- Yes*
 - No

**Applicants who currently own or lease a facility will be rejected*

10. Do you have liability insurance of \$2 000 000 or greater*?
- Yes
 - No

**Liability insurance may be required from applicants depending on type of usage*

**B: Usage**

1. Type of usage*: (Please ✓ all that may apply)
 - Administrative (ie. internal meeting)
 - Cultural (ie. heritage preservation, cultural sharing)
 - Educational (ie. lecture, presentation, workshop)
 - Fine & Performing Arts (ie. dance, music, painting)
 - Community collaboration (ie. meeting with community/public groups or stakeholders)
 - Community service (ie. donation/recycling drive, youth camp, senior activities)
 - Religious (ie. religious studies, meditation)
 - Other: _____

**Usage that is primarily social (ie. party) or commercial (ie. buying or selling products) is not permitted. Liability insurance may be required from applicants depending on type of usage*

2. Purpose and a short description of usage:

3. What will be your door policy? (Please ✓ all that may apply)
 - Members-only
 - Members-only and invited guests
 - Open to public, registration required
 - Open to public, registration not required
4. Size of usage:
 - Small (<8 hours total in 1 year period)
 - Medium (8-24 hours in 1 year period)
 - Large (24-48 hours in 1 year period)
5. Frequency of usage:
 - Occasional (>1 dates in 1 year period)
 - Intermittent (>1 dates in 6 months period)
 - Regular (>1 dates in 1 month period)



Malaysian Singaporean Bruneian
Community Association

#301 – 114 Third Ave SW Calgary, AB T2P 0E7
Tel: 587-323-6828

C. Dates & Times:

Please ✓ all that may apply. If unsure, this may be provided later.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (9am-11am)							
Early Afternoon (11am-1pm)							
Mid Afternoon (1pm-3pm)							
Late Afternoon (3pm-5pm)							
Early Evening (5pm-7pm)							
Late Evening (7pm-9pm)							

2018					2019						
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July

D. Other Information

Please attach any letters or documents which will help us understand your organization and need for space.

E. Submission Destination & Application Review

Please email application form and all supporting documents to president@msbca.ca.
Once received, this application will be reviewed by the Board. You will be contacted by a follow-up email or phone call.

F. Your Contact Information

Full name: _____

Contact number: _____

Contact email: _____

Signature: _____

Date: _____