

January 11, 2023

Unique Lease Opportunities for Non-Profits at the Stanley A. Milner Library

Imagine the perfect office space in in the revitalized Stanley A. Milner Library.

Are you a not-for-profit organization in need of quality office space? The Edmonton Public Library (EPL) is seeking not-for-profit organizations that align with and support EPL's role in the community as a gathering place for people and ideas, enabling a lifetime of learning, engagement, and possibility for every Edmontonian.

EPL currently has varying size of office space for lease on the top (6th) floor of the Stanley A. Milner Library with lots of natural light. The office spaces are all finished with painted interior walls, carpet, and trim and ready for use on February 1, 2023. All you need is your furniture and equipment, and you are ready to go!

The following are office spaces are currently available:

1. Room 632 – 656 square feet
2. Room 633 – 775 square feet

Below are a few more details:

1. The space is intended for business office use only and not intended to be a space where programming and services can be delivered for organization.
2. You will need to enter into a 5-year lease term however you may have some flexibility with the ability to complete your lease with 60 days' notice.
3. Annual rent is based on EPL's overall operating costs of the space and in the first year we will be set at \$12 per square foot rate in place (plus GST). EPL building operating costs include electricity, gas, water, sewer building maintenance and repair, heating, air conditioning, basic custodial services, basic internet access / public wifi, mailbox, grounds maintenance and security in public spaces.
4. Second Cup Café is on our main floor and City Centre Shopping Centre is across the street.
5. Transit service is good to the downtown core and parking is available, but you will need take care of the parking arrangements.
6. In order to be eligible for the space, only not-for-profit organizations as defined in Section 241(f) of the Municipal Government Act, R.S.A. 2000 Ch. M-26 are eligible. In addition, the organization needs to be in good standing as a not-for profit while leasing from EPL.
7. Renovations to the space will not be allowed and the space is provided on an "as is" basis.
8. Facility access times and meeting room access information in included in Attachment 2.

Spread the words.

Facility Access Times and Meeting Room Information

1. Facility Access

The Stanley A. Milner Library facility is open to Subtenants as follows:

(a) Library Public Operating Hours

Monday:	• 9:00 AM – 9:00 PM
Tuesday:	• 9:00 AM – 9:00 PM
Wednesday:	• 9:00 AM – 9:00 PM
Thursday:	• 9:00 AM – 9:00 PM
Friday:	• 9:00 AM – 9:00 PM
Saturday:	• 9:00 AM – 6:00 PM
Sunday:	• 1:00 PM – 5:00 PM

(b) Building Access for Subtenants

Main Entrance – Northwest Side of Building (corner of 100st NW & 102 Ave)

Monday to Saturday, 7:00AM to 9:00PM

Saturday, 7:00AM to 6:00PM

Sunday, 11:00AM to 5:00PM

Library Basement Entrance - Library Parkade Level 2 (West)

Monday to Friday, 7:00AM to 9:00PM

Saturday 7:00AM to 6:00PM

Sunday 11:00AM to 5:00PM

Access Code

At the start of your lease a 4-digit security code will be assigned by EPL to each Subtenant. In the event your FOB is lost or forgotten, you can access the 6th floor by providing EPL Security with this 4-digit code. Security can only provide access to the floor; they are not responsible for opening the door to your space. The Subtenants will be required to manage and protect the 4-digit code and should contact FACHelp@epl.ca if the code needs changing for any reason.

2. Meeting Rooms

Not-for-Profit Tenants may access and book meeting rooms at Stanley A. Milner Library through EPL's online room booking app: [Room Rental | Edmonton Public Library \(epl.ca\)](#)

Attachment 3

**EXPRESSION OF INTEREST IN LEASING SPACE ON THE 6TH FLOOR
OF STANLEY A MILNER LIBRARY**

1. _____ is providing its expression of interest in
Non-Profit organization Name
leasing room(s) _____ in the Stanley A. Milner Library. I acknowledge that a lease agreement will need to be developed, signed and approved at a later date. EPL reserves the right to accept or not accept an expression letter for whatever reason.

Name Signature Date

Non-Profit Organization Contact Information for follow-up on Expression of Interest in Leasing:

Organization Name:

Contact Name:

Organization Current Address:

Phone Number:

E-mail: