Blackburn Community Hall User Guide

February 2026

This guide provides detailed guidelines on the Blackburn Community Hall amenities and policies for those who are renting the hall.

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Features

The Blackburn Community Hall is a stand-alone building located at 190 Glen Park Drive, Ottawa, Ontario. When not used by the City of Ottawa, the Blackburn Community Association and other groups who use it on a regular basis, it is available for rent. Prices vary depending on the time and type of rental. Key features include:

- ***NEW in 2026*** Free Wifi
- Accessible parking and entrance
- Kitchenette facilities including a sink, fridge, oven (no cooktop) & microwave.
- Two gendered, accessible bathrooms with emergency call buttons
- 21 x 6' x 3’ tables
- 24 x 3' square tables
- 90 chairs
- Coffee maker & electric kettle
- First Aid Kits in the Kitchen
- Automated External Defibrillator (AED) at the entrance
- Floor space = 30' x 45'
- Outdoor fenced patio space = 28' x 65'
- Two Flo Level 2 EV Chargers ($2/hour)

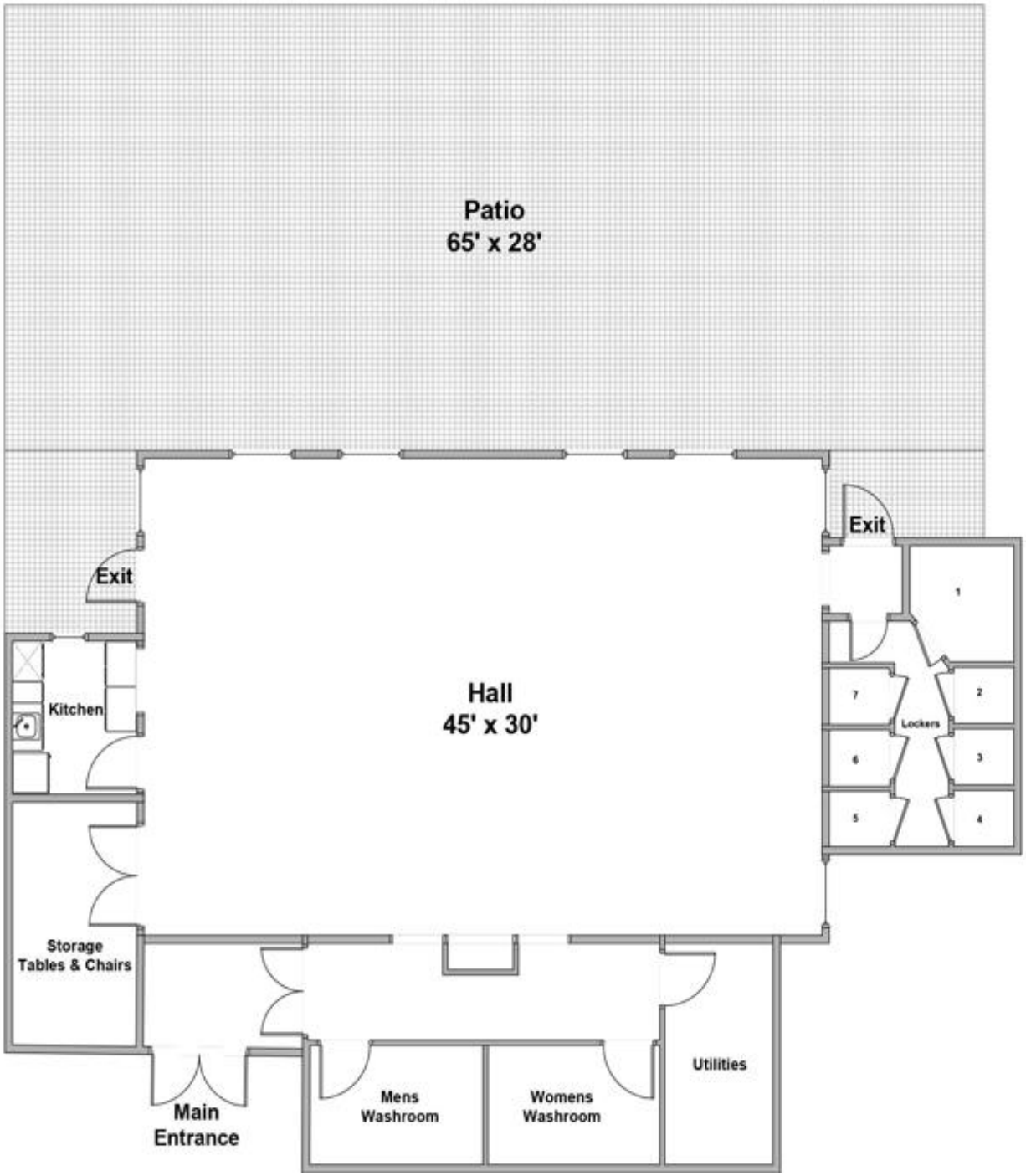
Please note that the Hall is not staffed. Codes for the key and alarm will be emailed to you 7 days before your event date. If you do not receive them, contact hall@blackburnhamlet.ca.

Blackburn Community
Hall 190 Glen Park Drive





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Hall Rental Policies

The following regulations must be followed in all bookings:

- Compliance with all applicable City By-laws. This includes smoking prohibition and noise restrictions after 11pm.
- Compliance with all City of Ottawa Facility Rental terms and conditions.
  - ottawa.ca/en/recreation-and-parks/facilities-and-rentals/rental-information/general-terms-and-conditions
  - ottawa.ca/fr/loisirs-et-parcs/installations-et-locations/information-sur-les-locations/conditions-generales
- Fire regulations require that there is a four-foot corridor access to all exits and that the maximum capacity is 100 people.
- Smoke machines, Confetti, Dunk Tanks and Fireworks are not allowed.
- A Bouncy Castle is only permitted on the patio when a professional company sets it up, monitors its use, removes it, and carries their own insurance.
- The hall is a City of Ottawa facility and follows all current health and safety protocols. Applicable guidelines will be provided when booking.
- Bookings can be made for the hours between 8AM and midnight.
- Please include the event set-up and clean-up time in the booking.
- Reservations are accommodated on a first come first serve basis. To secure your reservation you must fill out the application form and pay the rental fee to treasurer@blackburnhamlet.ca by e-transfer or cheque.
- There are limits on prime-time reservations (Friday evenings, Saturdays and Sunday mornings and afternoons). A group or individual can rent the hall a maximum of 3 prime time dates in a month.
- Rental payment must be received within 3 days or the booking will be cancelled.
- Reservations may be cancelled up to 7 days before the event. Fees paid for cancelled events will be refunded if the 7-day period is met.
- The BCA reserves the right to cancel or modify bookings for elections, emergencies or urgent hall repairs.
- The hall is provided to you clean; please make sure the hall is clean when you leave. This includes the re-stacking of chairs (Maximum of 10 chairs per stack), storage of tables, removal of all decorations, cleaning all countertops, kitchen area including the oven (if it was used) and sweeping of the floor. The washrooms are to be left in clean condition.
- Users are responsible for set-up and take-down of chairs and tables.
- Please take all your garbage with you or dispose of it in the garbage bins located behind the arena and replace the garbage bags in the bins using the spare bags located on the storage room shelf.
- If there is any damage, or the hall is not left clean, the BCA will seek a damage/cleaning fee to offset the cost of repairs or additional cleaning time. The fee will be determined at the discretion of the BCA Hall Administrator. In addition, the renter may lose the right to book the hall in the future.

The maximum capacity of the Hall is 100 people. Events serving alcohol MUST obtain an LCBO permit and purchase insurance. Details will be provided when your booking is approved.

Reserving the Hall

You can reserve the Hall online at blackburnhamlet.ca/our-work/community-hall/ or you can download the rental form at blackburnhamlet.ca/wp-content/uploads/2024/10/Rental-Form-2024.docx, fill it out, and send it to hall@blackburnhamlet.ca.

Please note that reservations are only accepted up to 6 months in advance and that online reservations are closed 5 days in advance. For example, if today is March 1st, the online reservations will only accept reservations for March 6th through August 31st.

You will have 3 days to complete payment. E-transfers can be sent directly to treasurer@blackburnhamlet.ca. Please state in the memo field this payment is for a hall rental and include the booking dates and your name. If you would like to arrange payment by cheque, please send an email to treasurer@blackburnhamlet.ca.

Emergency Contact

If you require help with opening the doors or have any other pressing questions while being at the hall, please contact a city staff member at the adjacent Lois Kemp Arena or call them at 613-824-5197.

IF YOU HAVE ANY PROBLEMS WITH THE ALARM, CALL 613-580-2580.

Accessing the Hall

The key to unlock the front door of the hall is located in a lock box that is attached to the outside wall on the left side of the entrance door.





To obtain the key:

1. **Enter the access code provided to you**
2. Push down on the silver release lever and open the door

Once you have unlocked the front door, keep the door unlocked with the pin or hold it open.

4. Disarm the security alarm (key pad on the wall to the right, next to the door). **Enter the code provided to you**
5. Return the key to the lockbox
6. **Enter the access code at the lockbox again**
7. Push down on the silver release lever and close the door

The door will lock automatically! When returning the key to the lockbox, please ensure the door is either held open or has been unlocked (see below).

Alarm

To Deactivate the alarm:

1. Upon entering the building, a buzzing sound will start, key in your alarm code to turn off the alarm.
2. The alarm sound should stop buzzing. If not, hit the # key and re-enter your code.
3. If there is no buzzing sound, then the alarm was not set and requires no code to be entered.

To Activate the alarm:

1. Make sure that all doors are closed, all exit doors are locked, and all lights are turned off.
2. Stand still and wait for the green “ready” light to come on the alarm panel.
3. Set alarm by entering the code number.
4. A buzzing sound indicates that the alarm is set and will activate after you exit the building.
5. Make sure the door is locked after you exit the building.





If you have any problems with the alarm, call 613-580-2580.

Door Locks and Functions

When you arrive at the hall, both doors should be locked. Once you have accessed the hall, disabled the alarm and returned the key to the lock box, you can unlock the doors by pushing each handle in, inserting the attached hex key into each handle and turning it clockwise. Push the door to ensure it is unlocked.



When leaving the hall at the end of your event, push the handle in, insert the attached hex key into each handle and turn it counter-clockwise. Push the door to ensure it is now locked.

The large door is equipped with an automatic opener that can be used to keep the door open at all times or to enable the accessible door buttons. If you wish to use this feature, **PLEASE ENSURE THE DOOR IS UNLOCKED FIRST.** The button is on the left side of the box that is above the door. This is normally set to the OFF (Middle) Position. To keep the door open, set the switch to the UP position. To enable the accessible buttons, set the switch to the DOWN position. **AT THE END OF YOUR EVENT, PLEASE ENSURE THE BUTTON IS RETURNED TO THE MIDDLE (OFF) POSITION BEFORE LOCKING THE DOOR.**



If you activate the automatic opener before the door is unlocked you can damage the opener! Please unlock the door first.

Entrance Hall

Inside the main entrance to the Hall there is an Automated External Defibrillator (AED). An AED is a safe, easy-to-use, portable device that can deliver an electric shock to a person in cardiac arrest, if needed to restart their heart.

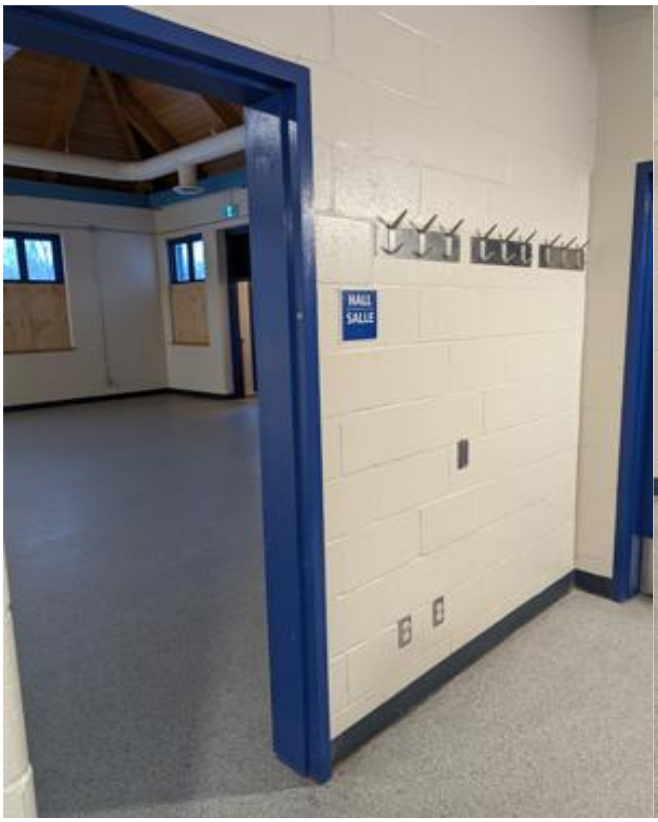


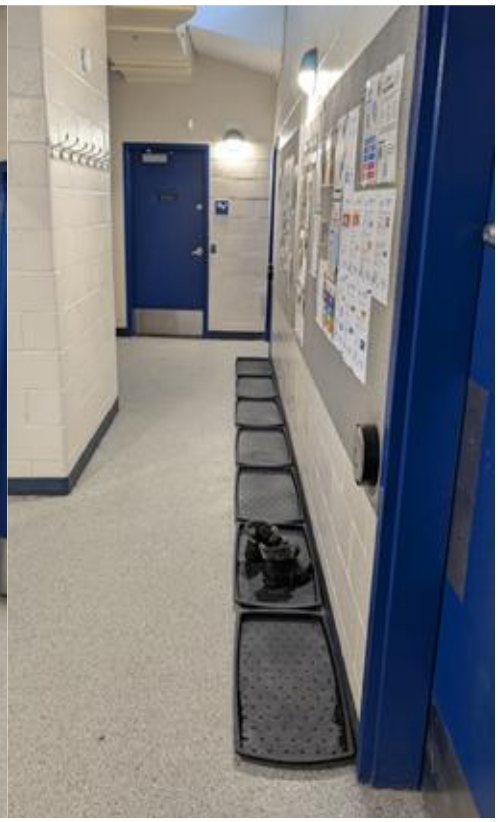
If someone suddenly collapses, loses consciousness, is unresponsive to touch or sound, and is not breathing normally or making gasping sounds, that person is in cardiac arrest. You can help save a life if you respond quickly and take these actions.

1. Call 9-1-1 for help and shout to another bystander to get an AED.
2. Start CPR (cardiopulmonary resuscitation) right away.
3. Use an AED as soon as one is found to restart the heart.

In the entrance you should also find door wedges that can also be used to hold the doors open during your event.

In the adjacent hallway you will find access to the washrooms and coat hooks on the walls. During winter, you will also find boot trays to keep dirty shoes and boots off the hall floor.





Light and Fan Switches

There are two banks of switches inside the entrances to the main hall. On both sets, the first 3 switches (left to right) control the lights and the last switch (right side) controls the ceiling fans.

WEST **EAST**



Thermostat

The Hall has both heating and air-conditioning (during summer months). Both are controlled using an unmarked thermostat located above the East bank of light and fan switches. Move the lever up for to increase the temperature and down to decrease the temperature.



Kitchenette

The Hall contains a kitchenette with a sink, fridge, oven (no cooktop) and microwave oven.



Additional amenities include two coffee makers, three electric kettles and assorted trays stored in the cabinet across from the oven. Cups and Jugs for serving cold drinks are stored in the cabinet above the oven. Thermos carafe's are stored in the middle cabinet.



A small step stool is stored in the closet that can be used for reaching items in the top cabinets as well as installing and removing decorations in the hall. Push the red button on the top step to fold the stool after using it.



At the end of your event please ensure everything is cleaned and returned to the proper location.

WiFi

To use the Hall WiFi, search for SSID Blackburn CC and enter the password Hall1234 . If you have any issues with the Wifi service, please report it either to the Arena staff or the Hall administrator.

Storage Room and Alcove

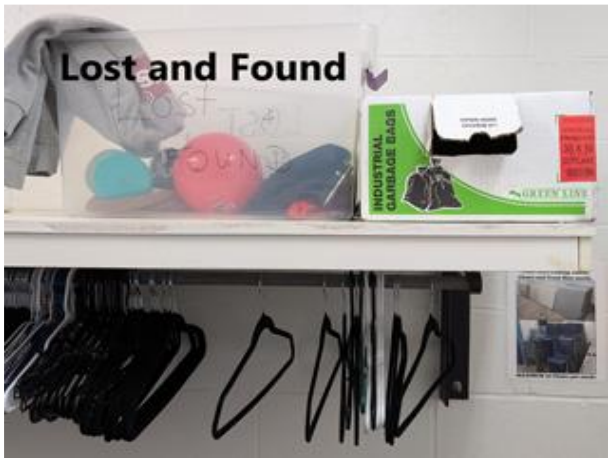


The 6' Long tables and some of the 3' square tables are stored in the alcove in the main hall. Please ensure that the 6' tables are returned to the left side and the 3' tables are returned to the right side of this alcove and **do not stack anything on top of the tables.**

The storage room is to the left of the Kitchenette and contains clamshell 6' tables, more 3' square tables, chairs, a lost and found bin, trash bins, spare trash bags, a mop and brooms. At the start of your event, please ensure that the trash bins are lined with trash bags using the bags located on the storage room shelf.

The hall is provided to you clean; please make sure the hall is clean when you leave. This includes washing dishes, re-stacking of chairs (Maximum of 10 chairs per stack), storage of tables, removal of all decorations, cleaning all countertops, kitchen area including the microwave and oven (if it was used), sweeping of the floor and removing your items from the fridge If you used the trash bins, please take all your garbage with you, or dispose of it in the large garbage bins located behind the arena and replace the trash bags in the bins with new ones.





Repairs & Feedback

If you notice anything that needs to be repaired, please send an email to hall@blackburnhamlet.ca so that we can address the issue as quickly as possible.

In order for the BCA to continue improving the Hall facility, we would appreciate receiving your feedback. Please send your suggestions for improving the hall to hall@blackburnhamlet.ca.

Thank you!