



Schedule 1

Information for Leased Space SAMU Building

This information is for a proposal call for the SAMU Building – Market Rate Lease Space. It is anticipated that tenants and space allocations will be opened during the **Fall School Year 2019/2020**.



The Facility:

Name: SAMU Building

Opening Date Fall 2019 (53,000 gross sq. ft.)

Address: 10850 – 104 Avenue NW.
The heart of the MacEwan University's Downtown Campus

Other Details:

Located at the corner of 109 St and 104 Ave
3 story facility servicing MacEwan Students and the home of The Student's Association of MacEwan University. With 4 Food/Beverage/Retail opportunities

on the first and second floor of the building.

Who we are:

The Students' Association of MacEwan University (SAMU) is a non-profit organization working independently from MacEwan University to support students. Our purpose is to enrich the student experience by focusing on their non-academic needs through an array of student-driven programs and services.

We are governed by elected student representatives who set the strategic vision on behalf of students. With support from over 50 full- and part-time staff, we keep our mandate student-focused to achieve the vision. SAMU is proud to be an organization serving students, inspired by students.

Our Mission:

The Students' Association of MacEwan University exists to enrich the student experience. As the collective student voice and champion for leadership and advocacy, we empower students through our programs and services, creating an engaging environment that maximizes opportunities.

For more information on SAMU, [View the SAMU 2018-2021 Strategic Plan](#)

Tenancy:

The Students' Association of MacEwan University is opening a new building on campus, dedicated to students: it'll have space for clubs; new food places; extra study space with, plenty of electrical outlets for electronics and new event space for students to utilize. It will also be home to the Student and Executive Council as well as the Administration staff and volunteers of SAMU.

Main Floor:

- Just over 1000 sq. ft.
- Exterior Access to 104 Ave walking traffic as well as SAMU building interior access.

Second Floor:

- 3 Kiosks located on our open concept 2nd floor.
- Just over 400 sq. ft. each.
- Right beside the MacEwan Pedway System, the main means of travel between MacEwan Buildings.

APPLICANT INFORMATION

This facility is an exciting and innovative opportunity for food retail business to help serve and enrich the student experience and MacEwan University.

LEASING CONSIDERATIONS

While more detailed terms will be clarified through subsequent lease development and negotiation processes with potential applicants, the following are some initial considerations for interested tenants:

- **Facility Hours:** anticipated hours of building operations:
 - **Fall/Winter**
Monday – Friday 6 am – 11 pm
Saturday/Sunday 8 am – 8 pm
 - **Spring/Summer**
Monday – Friday 6 am – 11 pm
Saturday/Sunday 8 am – 8 pm
- SAMU Building will be closed for all University Holiday closures which are generally all statutory holidays and the December holiday season. Tenants hours will be determined in the leasing process but may not match building hours. Full details on hours of operations and holidays will be covered in more detail in the lease.
- **No real estate brokerage fees are paid by SAMU** – should tenants decide to be represented by a real estate brokerage, the tenant will have to pay any fees associated with the real estate brokerage.
 - **Leasing Costs:** Eligible organizations will be charged fixed and percentage rental rates as well as operating costs for their leased space that will be adjusted as outlined below.
 - **Percentage Rent:** Tenants shall pay a base rent plus a fixed percentage of their gross sales. Tenants shall be responsible to pay property taxes (unless exempted by City Assessment under the non-profit category exemption process)
Note: Base rent is quoted on the “usable area” of the premises rather than on the “rentable area”. Additional details will be included in the final lease agreement.
 - **Tenants obligations:** Power and water will be on separate meters and tenants will be responsible for paying their metered rates. Ops/CAM costs will also be charged to the tenant for their percentage share of their services. Tenants will secure their own data and communication services, working with MacEwan and SAMU IT Services.
 - Building washrooms are provided by the landlord.
 - Some shared storage space may be available to tenants within the building, no dedicated space has been measured out or assigned yet.
 - **Lease Terms:** 3 year with a 3 year option. Additional lease renewal terms may be considered.
 - **Facility Access:** public transit, bike racks and on-site paid parking options (not included in lease rate).

- **Facility Rentals:** additional spaces may be available for short term rental (not included in lease rate).
- **Tenant Lease Space Responsibilities also includes**
 - supplying all required furnishing, fixtures and/or equipment
 - paying for required phone/internet
 - applicable insurance costs
 - obtaining SAMU consent prior to renovations or changes in use
- **Tenant Space Improvements:** Space is provided as-is. If tenant improvements are required, tenants will be required to seek approval from the Landlord for renovations and meet MacEwan building standards, pay for the cost of their improvements and work with the City process to obtain approvals and oversee the work.
- **Insurance:** A copy of your liability insurance will be required for the lease. All tenants are required to obtain insurance for their leased space as required by the Lease.

Submission TIPS

The following are tips to consider when completing the Proposal and Space Forms:

- ✓ Complete **ALL** portions of the Proposal Form and Space Form to the best of your current knowledge.
- ✓ Research SAMU and MacEwan University by reviewing their websites.

<https://samu.ca/>

<https://www.macewan.ca/wcm/index.htm>