



# CREATIVITY LAB

## REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

### INFORMATION FORM

The **CREATIVITY LAB** provides shared workspace, meeting rooms and shared services (internet, phone, kitchen, printers, etc.) to artists, small nonprofits, creative professionals, social entrepreneurs and more.

Type in your information below, **RESAVE** the document (i.e., **MYNAME.doc**) and please **email** to: Saara Siddiqi, Stakeholder Relations Manager at [saara@torontoartscape.on.ca](mailto:saara@torontoartscape.on.ca) and **print two copies** and mail with your REOI submission to: Artscape, 171 East Liberty Street, Suite224, Toronto, ON M6K 3P6.

#### YOUR INFORMATION

FIRST NAME		LAST NAME	
TITLE			
ORGANIZATION			
STREET ADDRESS			
CITY		PROVINCE	
POSTAL CODE		TELEPHONE	
EMAIL		FAX	

#### ABOUT YOUR ORGANIZATION

- What is the mission of your organization/project?
- What makes your work socially innovative or important?
- Describe the community you work with:
- Organization Type:
 

<input type="checkbox"/> Artist	<input type="checkbox"/> Collaborative	<input type="checkbox"/> Social Enterprise	<input type="checkbox"/> Social Purpose Business
<input type="checkbox"/> Entrepreneur	<input type="checkbox"/> Consultant	<input type="checkbox"/> Sole Proprietorship	
<input type="checkbox"/> Other:			
- Stage of Organization/Project:
 

<input type="checkbox"/> Emerging	<input type="checkbox"/> Growing	<input type="checkbox"/> Sustained and Stable
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## FACILITY NEEDS ASSESSMENT

6. What are your working space requirements and affordability?

Office (closed door private office – most expensive option)

1-2 people office       2-3 people office       3-5 people office      What is your price range for an office? \$

A permanent desk (private desk in a shared space – less expensive than an office)      What is your price range for a desk? \$

Shared desk (part-time desk – less expensive option)      What is your price range per day? \$

*Offices and desks prices also include some meeting room space hours as well as a shared kitchen, reception and lounge area.*

7. Would you be interested in renting meeting room space?

Room for 8 to 10 people for \_\_\_\_\_ hours/month. What is your price range per hour? \$ \_\_\_\_\_ /hr

Room for 12 to 16 people for \_\_\_\_\_ hours/month. What is your price range per hour? \$ \_\_\_\_\_ /hr

Room for 25 people for \_\_\_\_\_ hours/month. What is your price range per hour? \$ \_\_\_\_\_ /hr

8. What common space amenities would you want to share as part of the Creativity Lab (in addition to the kitchen, reception and lounge areas)?

9. Will you be applying for the use of other components of the Arts and Cultural Centre? If so, which one?

10. Traffic (by month): Number of people you employ/attract:

Staff/month	Volunteers/Interns/month	Clients/month	Students/month
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Other:

11. Is your organization part of the Regent Park community or involved with any community group based in Regent Park?

Yes       No

If Yes, which:

12. Other space or general comments: