

Free or Low Cost Meeting Space Available to Non-Profit Community Organizations in Burnaby

Edited July 2021

To update this list, please contact the Planning Department, City of Burnaby at 604-294-7421 or socialplanning@burnaby.ca

Name of Organization	Address	Contact Information	Times Available	Booking Policy and Permitted Users	Room Capacity
Brentwood Community Resource Centre	2055 Rosser Avenue	Burnaby Community Services 604-299-5778	Depending on availability can be booked between 9am – 4:30pm.	Open to non-profit groups and community associations. Preference given to groups active in Burnaby. User fees may be requested on a sliding scale.	Small Meeting Room (first floor) – 20 Learning Kitchen – 20 Large Meeting/Event Room – 40
Burnaby Neighbourhood House – South Location / Metrotown Community Resource Centre	4460 Beresford Street	604-431-0400	Depending on availability, can be booked between 9am and 9pm.	Open to non-profit groups and community associations. Preference given to groups active in Burnaby. User fees may be requested on a sliding scale.	Large Meeting/Event Room - 80 Can be divided into two rooms to accommodate 30-35 each.
Burnaby Neighbourhood House – North Location	4908 Hastings Street	604-294-5444	Depending on availability, can be booked between 9am and 9pm.	Open to non-profit groups and community associations. Preference given to groups active in Burnaby. User fees may be requested on a sliding scale.	Program Room – 30 Can be separated into two rooms – 10-20.
Burnaby Neighbourhood House – Community Hall	5024 Rumble Street	604-431-0400	Flexible availability, including weekdays, evenings and weekends.	Open to any group. \$30/hour for community groups/non-profits, any day. \$40/hour for general rentals (Mon-Thurs), and \$60/hour (Fri-Sun). The main space in the Hall is 1056 sq. ft. plus a full kitchen, two bathrooms (both accessible for persons with disabilities). There is a stage, as well as 17 tables that each seats 6-8 people comfortably and 90 chairs.	Event Space - 100

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Burnaby Parks, Recreation and Cultural Services Facilities			*Available for meetings only. Rooms are generally available during Centre opening hours which vary from site to site. Space is booked according to order of preference within the Department's Allocation Policy	Please contact specific locations below for booking policies, permitted users, fees and other details.	
	Alan Emmott Centre 6650 Southoaks Crescent	Food Services 604-320-2217	Only evenings after 5 p.m. and weekends. No food allowed.	See above **	Lower Room 2 – 50 people Upstairs Room – 150 people.
	Bonsor Recreation Complex 6550 Bonsor Ave.	Allotment Clerk 604-297-4582	See above*	See above **	Conference Room – 20 people
	Burnaby Central School 6011 Deer Lake Parkway	Allotment Clerk 604-294-7459	See above*	See above **	Conference Room – 20 people
	Burnaby Lake Arena/ Bill Copeland Arena 3676 Kensington Ave.	Allotment Clerk 604-320-2207	See above*	See above **	Meeting Room – 8 to 12 people Club Room – 8 to 10 Board room style - 10 to 12 Classroom - 15 to 20 Theatre style - 150 people
	Burnaby Lake Sports Complex West 3677 Kensington Ave.	Allotment Clerk 604-294-7222	See above*	See above **	Meeting Room - 16 people Board room style 20 people Theatre style

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	Cameron Recreation Complex 9523 Cameron Street	Rec Clerk 2 604-297-4456	See above*	See above **	Juniper Room – 15 people
	Charles Rummel Centre 3630 Lozells Ave.	Allotment Clerk 604-297-4845	See above*	See above **	Committee Room - 20 people
	Edmonds Community Centre 7433 Edmonds Street	Allotment Clerk 604-297-4401	See above*	See above **	Committee Room- 10 people
	Kensington Arena 6159 Curtis Street	Allotment Clerk 604-320-2207	See above*	See above **	Community Rooms -25 to 35 people
	Willingdon Centre 1491 Carleton Ave.	Rec Clerk 2 604-297-4526	See above*	See above **	Community Room - 25 people
	Wesburn Centre 4781 Parkwood Ave.	Allotment Clerk 604-297-4845	See above*	See above **	Committee Room -20 people
Burnaby Public Library Branches				<p>***The Program Rooms at Burnaby Public Library branches are primarily for the use of the Library and/or Library sponsored programs and events. Next priorities for use of a Program Room are:</p> <ul style="list-style-type: none"> a. Burnaby City Departments b. Burnaby non-profit community groups c. other non-profit community groups <p>Program Rooms are not available to commercial groups; or activities organized by commercial enterprise; or with the intention of commercial gain.</p>	

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				Generally only evenings (6 to 9) are available for community groups but the library may also partner with a community agency to offer programs that take place during daytime hours. Events must take place during opening hours.	
	Bob Prittie Metrotown Branch 6100 Willingdon Ave.	Program Room 604-436-5410 Group Study Room Book in person, 2 nd Floor Reference Desk	Program Room: Mon. to Fri. - 5:00 to 9:00 p.m. Group Study Room: First come, first served on the day of the booking – Mon. to Fri. 9 a.m. to 8:45 p.m. Sat. 9 a.m. to 6 p.m., Sun. 1-5 pm	See above***	Program Room – 60 people Group Study Room – 12 people
	McGill Branch 4595 Albert Street	604-299-8955	Monday to Friday 5:00 to 8:45 p.m. Saturday 10:00 a.m. to 5:45 p.m. Sunday 1:00 p.m. to 4:45 p.m.	See above***	Community Room - 60 people
	Tommy Douglas Branch 7311 Kingsway	604-522-3971	Program Room: Monday 10 a.m. to 8:45 p.m. Tuesday 3 p.m. to 8:45 p.m. Wednesday & Thursday – 10 a.m. to 2 p.m. Sat. 2:30 p.m. to 5:45 p.m. Sunday 1 p.m. – 4:45 p.m. Children’s Room: May be available evenings, weekends	See above***	Program Room: 50 people Children’s Room: 50 people

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Edmonds Neighbourhood Resource Centre – Community Room	7355 Edmonds Street – Room 208	604-525-6056	Monday to Friday 9 a.m. to 12 noon, noon to 5, p.m. and 5 to 8:15 p.m. Saturday 9 a.m. to 12 noon	Non-profit organizations Nominal booking fee of \$15 per session	20 people
G & F Financial Group	4191 Hastings Street, Burnaby	Please email BOTH ktsang@gffg.com gsherwood@gffg.com to book.	Tues, Wed, Thurs & Fri – 10 a.m. until 4 p.m. - as availability allows. 2 week notice needed.	Non-profit organizations. No cost.	8 people
Holdom Community Resource Centre	2101 Holdom Ave, Burnaby - Room 109	Dixon Transition Society, Communications and Development Coordinator OR Community Relations Assistant 604-433-4191; operations@dixonsociety.ca	Monday to Friday – 2 sessions per day: 9:00 a.m. to 12 noon, 12 noon to 4 p.m.	Non-profit organizations Nominal booking fee of \$15 per session	20 people
Metropolis Community Room – Old Navy location	4700 Kingsway Upper Level – Old Navy hallway leading to the washrooms	Customer service 604-630-3340	Mall hours	<u>No charge</u> upon submission of the following documents: a. Certificate of Incorporation Certificate of Good Standing (not > 4 years) b. Certificate of Good Standing (not > 4 years)	45 people
Metropolis Community Room – Sears location	4700 Kingsway Office Galleria level –Room 460	Customer service 604-630-3340	Mall hours	<u>No charge</u> upon submission of the following documents: a. Certificate of Incorporation b. Certificate of Good Standing (not > 4 years)	45 people

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North Burnaby Boys and Girls Club	518 S. Howard Avenue	Club Coordinator 604.299.7040 bbybgc@bgc-gv.bc.ca	Saturday and Sunday 9am-6PM	No charge for single day use by registered not-for-profit community service groups. Rental charge for regular meetings. Space may be booked, depending on availability. Rental charge for all private programs.	Seminar Seating – 50 people Round table meeting – 20 people
Pioneer Community Resource Centre	4535 Kingsway (entrance off Pioneer Pedestrian Walkway)	Burnaby Family Life Reception 604-659-2205	Weekdays, daytime hours	Open to non-profit groups and community associations. Preference given to groups active in Burnaby. User fees may be requested on a sliding scale.	60 people theatre style
Anne Kang, MLA Burnaby Deer Lake Constituency Office	Suite 105 6411 Nelson Ave	Office staff 604-775-0565 or anne.kang.MLA@leg.bc.ca	Monday-Friday 10am-5pm	Open to community members or groups. The following activities are not permitted: <ul style="list-style-type: none"> • Political or partisan • Commercial • Private, personal parties • Cooking, high risk and questionable activities Please call the office for detailed booking policies.	20 people around a board room table
Vancity – South Burnaby Community Branch	5064 Kingsway	Contact Branch Concierge for details at 604-877-7173.	Community Stage 1 st Floor: Available 24 hours a day/7 days a week but organizations must obtain a FOB if meeting or event takes place outside of branch hours. Think Tank 2 nd Floor: Available during branch hours only.	Small Business, non-profit organization or anything will do as long as the meeting is not contrary to Vancity ethical policies.	Community Stage - 20 to 25 people Think Tank – 10-12 people