

## 2 – 1. Purpose

The office will be used as a provincial headquarters providing staff Members with the usual amenities of a small office. The space will be located on two above ground floors plus a developed basement, with a two car garage and parking pad on the property. The structure, fencing and all external landscaping on the property will present a very high class image for the Association including a sign on the building or property that will identify the Professional Golfers' Association of Alberta as an established entity since 1964.

When you enter the building you will first notice the historic significance of the Association with the welcoming area which will include a small three piece meeting area. This area will be surrounded by both Golf Industry and PGA Membership accomplishments, cementing and profiling our Members' place in the development of golf in Alberta.

The main floor will also contain a reception area, supplies room, staff room / kitchen area, washroom and an office for the Executive Director.

On the second floor there will be an open workspace consisting of 200 Square Feet which will accommodate two staff members very comfortably. There will also be an additional 100 SQ FT office, an office supplies room as well as a washroom. The 15' x 20' Board Room will be located on this floor and will contain all Association trophy and display cabinets.

The basement will be used for storing all Membership, Facility and Event files. It will also include an area for the production and storage of all event collateral material and supplies (tournaments, shows, seminar signage etc.). A separate room for our computer network and all related infrastructure will be located in the basement as well.

The Board Room and the Welcome Area will require considerable thought during the design stage to ensure our image is properly conveyed at all times using these two permanent recognition opportunities. Items of significance located and displayed in the Board Room will be primarily Member based, while the welcome area will contain displays related to the game of golf and the golf industry, presenting our Association's role to all visitors from a historic standpoint.