

Town of Spiritwood Statement of POLICY and PROCEDURE			
Department:	Recreation and Culture	Policy No.	10
Subject:	Civic Centre	Effective:	Sept.12/17
Council Resolution #	2017-0296	Page:	3
Approved By:	Councillor Wingerter/Bedi	Dated:	Sept. 12/17

1. POLICY

1.01 The Town of Spiritwood shall establish the Civic Centre policy.

2. PURPOSE

- 2.01 The purpose of this policy is to:
- To set and maintain the caretaker agreement
 - To set and maintain the damage deposit checklist
 - To set and maintain the rental agreement
 - To set and maintain the table and/or chair rental agreement

3. SCOPE

3.01 This Statement of Policy and Procedure applies to the Recreation and Culture Department.

4. RESPONSIBILITY

4.01 The Town of Spiritwood to facilitate the operations and maintenance of the Civic Centre.

5. PROCEDURE

Facility Caretaker

- 5.01 The maintenance and minimal repairs of the facility will be the responsibility of the Caretaker.
- 5.02 An agreement shall be executed between the Town of Spiritwood and the contracted Caretaker see “Schedule A” of this policy.
- 5.03 The Civic Centre Caretaker shall be responsible for completion of the office use only section of the damage deposit checklist after the renter has vacated the facility. For the damage deposit checklist see “Schedule B” of this policy.

Facility Renters/Users

- 5.04 Renters of the facility must enter into a rental agreement, "Schedule C" of this policy.
- 5.05 All renters must pay the full rate of the rental and the damage deposit a minimum of THREE WEEKS prior to the event to secure the booking.
- 5.06 All renters must pay a damage deposit equal to the full amount of the rental or a minimum of \$200 if the rental rate is less than \$200.
- 5.07 If the booking is cancelled within two weeks prior to the event then \$200 of the damage deposit will be non-refundable.
- 5.08 NO ONE is to enter the Civic Centre on a day that it is not booked by the renter (i.e. the day prior or day following an event/function). Anyone doing so will forfeit a portion of their damage deposit.
- 5.09 All renters will be responsible for policing inside of hall during the period of use.
- 5.10 All renters must take steps to avoid un-necessary disfiguring of walls and floors. **NO TAPE, STAPLES OR TACKS ARE ALLOWED ON THE WALLS OR CEILING.** It is the duty of renters to remove decorations IMMEDIATELY at close of events.
- 5.11 Renters are responsible for setting up tables and chairs for all functions **AND MUST FOLD ALL TABLES, STACK CHAIRS AND SET ALL AGAINST WALLS OF THE CIVIC CENTRE IMMEDIATELY AFTER THE EVENT/FUNCTION.**
- 5.12 Renters are responsible for rough cleaning of the premises at the end of functions, including gathering of paper cups, napkins, bottles, etc. The oven, sinks and fridges must also be cleaned.
- 5.13 Renters are responsible for rough cleaning of Kids Land (if used) at the end of functions, including removing all trash and tidying any messes or spills created on the playground equipment.
- 5.14 Renters must immediately remove unused supplies brought in for the occasion at the end of the function (i.e. liquor, etc.)
- 5.15 **NO CONFETTI OR SPRINKLES ARE ALLOWED** in the Civic Centre.
- 5.16 Bylaw No 390/03 states the Civic Centre is a non-smoking facility.
- 5.17 All renters must pay a damage deposit and will be responsible for the replacement of items that are missing and/or damaged from the bar and kitchen. **Inventories will be checked after each function.**

- 5.18 The floor is professionally waxed and buffed and the use of floor wax is NOT permitted.
- 5.19 All renters must follow the dishwasher operation and cleaning instructions set out in "Schedule C" - the Rental Agreement.
- 5.20 In the case of a teen dance, a local organization must sponsor the dance as well as provide a list of four (4) acceptable chaperons to the Town Office upon confirming booking.
- 5.21 All renters are required to supply their own pop for their function.

Town of Spiritwood

- 5.22 The Town of Spiritwood reserves the right to withhold a renter's damage deposit for the following reasons: damage to any Town property, stolen property, failure to adhere to any of the conditions outlined in this policy or the rental agreement.
- 5.23 The Town of Spiritwood reserves the right to withhold the use of the hall even though the hall may not be in use.
- 5.24 The Town of Spiritwood is not responsible for the disruption of any function caused by the interruption of power, natural gas or sewer and water service.
- 5.25 The Town of Spiritwood is not required or responsible for the supply of tables and chairs over and above those available at the Civic Centre at a given time. Any additional furnishings required are the responsibility of the renter.

Special Rates

- 5.26 The Civic Centre rent for the meeting room to the local Lions Club is special rate of \$35.00 per meeting.
- 5.27 The Civic Centre rent for the main hall for Court is a special rate of \$220/day.
- 5.28 The Civic Centre rent for Funerals is as follows:
- Service only \$150
 - Lunch Only \$175
 - Service & Lunch \$250
 - Chair set-up & take down \$50
 - Chair & table set up & take down \$85
- 5.29 The Civic Centre rent for Elections Canada is at their own set rate.

- 5.30 The Town will rent the old orange chairs at \$2.00 a chair. The renter must enter into a chair rental agreement, "Schedule D". Prior to the rental period a staff member will be present during pick up and drop off to ensure proper care. If the rental period falls on a weekend the pickup date will be the Friday (unless a stat holiday) and the drop off will be the Monday.