

TOWN OF COALHURST POLICY & PROCEDURE MANUAL	SECTION: <i>COMMUNITY CENTRE</i>
POLICY: <i>COMMUNITY CENTRE</i>	POLICY NUMBER: <i>74-01-01</i>

PURPOSE

To establish a policy for the orderly operation of the Coalhurst and District Community Centre

COUNCIL POLICY

1. DEFINITIONS

“**District**” is the Coalhurst school boundaries incorporated by the Palliser Regional Schools.

“**Centre**” means the Coalhurst & District Community Centre.

2. OBJECTIVE

To maximize the use of the Centre with a balance of social, cultural, business and minor athletic events.

3. OPERATIONAL PRINCIPALS

a. The operational principal is the full use of the facilities, i.e. recreation, social activities and group meetings, or any other activity with the exception of its use as a gymnasium.

b. The operation of the Centre will be carried out taking into account the following:

- safety
- good service
- fiscal responsibility

c. All attempts will be made to accommodate reasonable requests for the use of the Centre. Where there is a conflict in requested use, the following priorities will be adhered to in descending order.

- Coalhurst and District residents
 - i. If two groups require the same booking, it will be handled on a first-come-first-serve basis.
- Others

4. ADMINISTRATIVE

- The overall administration of the Centre will be the responsibility of the Town through the Director of Corporate Services.

Revision #4 – March 10, 2009

Revision #5 – May 20, 2014

Revision #6 – June 13, 2016

5. RENTERS RESPONSIBILITY

- Renters will be responsible for the supervision and security of the building during their function.

6. FINANCIAL OPERATION

- The Centre is owned and operated by the Town of Coalhurst and the annual operating budget is supported by municipal tax dollars as approved by Town Council.
- The preparation of the budget is the responsibility of the Town Council.
- The budget shall reflect both expenditures and anticipated revenues of the Centre, with an annual review of the fees and charges.

7. FEES AND CHARGES

Sessions are blocks of four hours each.

a. RON COOMBES ROOM OR KITCHEN

\$25.00/hour

\$55.00/session

\$125.00/day

b. RON COOMBES ROOM AND KITCHEN

\$100.00/session

\$225.00/day

c. MAIN HALL

\$75.00/hour

d. COMPLETE CENTRE (Main Hall/Ron Coombes Room & Kitchen)

\$600.00 per evening (also see #12 Weddings, etc)

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e. TED EIRIKSSON ROOM (Non Smoking Facility)

\$25.00/hour

\$65.00/session

\$150.00/day

f. STAG PARTIES

- Will not be accommodated in the Coalhurst Community Centre.

g. MISCELLANEOUS

- All bookings must be cleaned up and out of the Centre no later than 2:00 a.m. When serving liquor, the bar is to close no later than 1:00 a.m.
- The liquor license must be posted in a visible location, with receipts attached.
- A charge of \$100.00 per hour or portion thereof will be levied for time extended beyond 2:00 a.m.
- Tables and chairs must be returned to their original placements.
- All arts and crafts are to be booked into the Ron Coombes Room.

h. MAIN HALL, RON COOMBES ROOM, OR TED EIRIKSSON ROOM

\$15.00/hour for local non-profit organizations

8. PAYMENT OF FEES

- The rental fee must be paid no later than 14 days prior to the function.
- Payments made within 14 days of the function must be paid in cash or by certified cheque.

9. DEPOSIT

- The deposit for the main hall is \$200.00.
- The deposit for the Ron Coombes Room and the Ted Eiriksson Room is \$100.00.
- All deposits are payable at the time of booking.

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- Charges against deposit:
 - The cost to replace items or make repairs plus labour for loss or damage.
 - The over extension of time.
 - Returning chairs and tables to their original placement – actual cost of labour.
 - Excessive cleaning for Town staff after a booking.
 - Total deposit may be forfeited if there is a valid noise complaint received by the Town of Coalhurst.
 - The cost to replace the allan key and/or key card if not returned to the Town Office after booking.

10. DONATED BOOKINGS (See Policy #74-02-04)

- a. Donated bookings for non-fundraising events and regular meetings held by Coalhurst and District groups can be arranged at the discretion of the Chief Administrative Officer. The Chief Administrative Officer has the authority to approve donated bookings.
- b. A penalty clause for local organizations leaving the Centre in an unsatisfactory condition after a donated booking will be implemented. The penalty clause is not discretionary and no waiver will be given by Council.

11. CANCELLATIONS

- One half of the booking fee will be refunded up to two weeks prior to the booking date.

12. SPECIAL CONSIDERATIONS

Weddings, anniversaries and birthday parties booking the complete Centre will be allowed access to the Centre after 6:00 p.m. the evening prior to the booking for decorating purposes, at no extra charge, subject to availability.

13. CHRISTMAS AND BOXING DAY

No bookings will be taken for Christmas and Boxing Day.

14. PRE/POST BOOKING INSPECTIONS

The caretaker will conduct pre and post booking inspections with all renters.

FORMS:

1. Rental Agreement
2. Condition Report

Revision #4 – March 10, 2009

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cc.policy

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