

Policy Name:	CMC Rental Rates & Policies	Effective Date:	March 7, 2022
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Policy Area:	Parks & Recreation	Council Resolution No.:	2022.090
Policy Section:	Rentals	Replaces Policy:	
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PURPOSE

To establish rental rates and regulations for the rental and hosting of events at the Community Multi-Purpose Centre.

SCOPE

- 1) This policy applies to rentals at the Community Multi-Purpose Centre (CMC).

DEFINITIONS

- 2) "Facility" shall mean the Community Multi-Purpose Centre.
- 3) "Prime Time" shall mean a Friday, Saturday or Sunday.
- 4) "Regular Use Bookings" shall mean bookings that are re-occurring for a program run event hosted by a local group or organization that promote cultural, heritage or social well-being of the residents.
- 5) "Special Event Bookings" shall mean a booking for an event that is a one-time or infrequently occurring event outside normal programs or activities and can be private, corporate or charity events.
- 6) "User" shall mean any person, group or organization renting the facility.

PROCEDURES & GUIDELINES

- 7) Authority
The Chief Administrative Officer or assigned designate, are authorized to sign Facility Rental Agreements on behalf of the Town of Rosthern.
- 8) General Conditions
 - a) All general conditions and responsibilities for rentals are set out in the "Facility Rental Agreements Policy" and will be part of the CMC Facility Rental Agreement.
- 9) Specific Conditions
 - a) Building occupancy loads for the facility are as follows:
 - i) Up to 150 persons maximum (will be changed once fire suppression system is installed)
 - b) The parking areas at the facility are deemed as public parking at all times.
 - c) All items within the facility, including tables, chairs and dishes, are to be used for functions in that facility only and are not to be rented or loaned to any group or individual.
 - d) Rentals will not be given free of charge, except for Town run events.

- e) Bookings may be made up to 18 months in advance.

10) Deposits & Fees

- a) The deposit rates and rental rates for the facility are set out in Appendix "A" of this policy and may be updated time to time by resolution of Council.
- b) A separate cash facility condition (damage) deposit as set out in Appendix "A" is required to be paid by the User to the Town in order for the key to be released to the User. Provided there are no damaged or missing items and all required cleaning has been complied with, the facility condition deposit will be returned to the User when the key is returned.
- c) If the User has an incident of recorded damage at the facility, the next rental of the facility will require a \$1,000.00 damage deposit made by "Certified Cheque" or "Credit Card" or the rental will be refused. If the User incurs further damage at any subsequent rentals, future rental requests will be refused.
- d) Town staff will do a walkthrough the facility with Users of Special Event Bookings and go through a facility checklist document, both at the beginning and the end of the event rental period. Both parties will be required to sign the document for each walkthrough. Failure to do so will result in the forfeiture of the Facility Condition Deposit.

11) Facility Key Pick Up & Return

- a) The daily rental time is from 8:30 a.m. to 6:00 a.m. on the following day. When the facility is not booked by another User, the User will have until 11:00 a.m. on the day following their event to complete all required cleaning and remove all belongings from the premise; otherwise, the cleanup and vacate deadline is 6:00 a.m.
- b) Provided the facility is not booked by another User, and the facility is rented for at least one full day at the full rate, the User may pick up the key at the Town Office after 3:00 p.m. on the preceding day of the event; otherwise, the key will be available at 8:30 a.m. on the day of the event.
- c) The key must be returned to the Town no later than 4:30 p.m. on the first business day following the rental, or the daily late key charge, as listed in Appendix "A", will be charged and deducted from the Cash Facility Condition Deposit.
- d) Additional Time Required
 - i) If the facility is not booked by another User, a daily reduced rate may be available should the User require additional time for set up/decorating and/or cleanup/gift opening etc. In this case the key may be picked up at 8:30 a.m. when rented the preceding day. The reduced rate does not apply to multi-day events.

12) Included in the Rental Rate

- a) The use of tables and chairs are included with the rental rates.

13) Regular Use Bookings

- a) Regular Use Bookings will require a one-time booking deposit when the facility rental agreement is signed. The User will be billed on a monthly basis for actual time used, with invoices being payable after 30 days.
- b) For out-of-town groups requesting a regular booking with invoicing, a credit application will be required to be filled out.
- c) Regular Use Bookings will be secondary to Special Event bookings. For example, if a conference or banquet is booked on a Tuesday and Wednesday, any Regular Use Bookings would be cancelled for those days. Due to the cancellation, no rent would be charged for the missed booking times. The Town will provide as much advanced notice as possible in these instances. Regular Use Bookings may also be rescheduled to a different day rather than cancelled if it can be accommodated within the facility schedule.
- d) Regular Use Bookings will take precedence over un-booked early access (3 p.m. key receipt), but will be secondary to requests to book the entire day at the set up or clean up rate.
- e) Multiple Regular Use Bookings may be made for the same date as long as sufficient time for cleaning is left between the bookings.
- f) Cleaning will not be done between Regular Use Bookings. Users will be responsible for cleaning up the facility after each use. Cleaning will be done Monday mornings and Thursday evenings, as well as before and after Special Event Bookings.
- g) If storage space of program materials is required, arrangements may be made with the Recreation Manager at their discretion. Any storage cannot interfere with pre-existing storage arrangements or other Users' use of the facility. The rate for storage is listed in Appendix "A".
- h) Regular Use Bookings will be granted on a first come, first serve basis if there are multiple requests for the same time slot.

14) Cancellations

- a) Special Event Bookings cancellations shall be as per the "Facility Rental Agreement Policy".
- b) Regular Event Bookings will require to provide the following notice of cancelling a booking:
 - i) 14 days' notice for multiple booking dates.
 - ii) 7 days' notice for a one-time booking.

APPENDIX "A"
CMC RENTAL RATES

All rates are subject to GST unless otherwise noted.

Special Events Bookings, including meetings	Rental Rate
Hourly	\$ 50.00/hour
Daily (8:30 a.m. to 6:00 a.m.)	\$ 400.00/day
- Set Up/Take Down (reduced rate, full day)	\$ 135.00/day
Kitchen/Bar (Flat Rate in addition to Hourly or Daily Rate above)	\$ 100.00
Sound System & Screen	\$ 50.00 each
Booking Deposit	Half the rental fee plus GST
Damage Deposit	\$ 400.00 (no GST)
Late Key Charge	\$ 20.00/day
Regular Use Booking Rates:	
Hourly	\$ 30.00/hr
Booking Deposit	\$ 50.00 (no GST)
Storage Rate	\$ 50.00/year

