

CITY OF CASTLEGAR
EMPLOYEE POLICIES AND PROCEDURES MANUAL

COMMUNITY FORUM USE POLICY			
Section:	Facilities	Resolution No.:	582-09
Policy Number:	2-9	Amended by:	
Effective Date:	December 21, 2009		

GENERAL STATEMENT

The City of Castlegar Community Forum is a meeting facility that is available for use on a rental basis for meetings. The City’s goal is to make the facility available to community groups and organizations, however, all bookings must be made in advance and are subject to the terms and conditions outlined in this policy and in the Community Forum Rental Agreement, which is attached to and forms part of this policy.

POLICY:

Bookings

1. City business shall take priority over all other bookings.
2. The Community Forum is not available for rental from the Friday prior to a Monday evening Council meeting, through to the Wednesday following a Council meeting.
3. All groups, organizations or individuals wishing to book the Community Forum must complete a Rental Agreement.
4. The Community Forum is the City of Castlegar Council Chambers and for this reason the Council and staff tables shall not be moved and the microphones shall not be dismantled. Any organization that does not comply with this requirement will be denied future access to the facility.
5. The Community Forum will not be rented out to different renters on consecutive days in order to allow sufficient time between rentals for any required cleaning or set up.

Damage Deposit

1. A \$125 refundable damage/clean up deposit is required for all Community Forum bookings and must be received before the booking will be confirmed.
2. At the time the Community Forum key is returned, the renter will be required to attend at the Community Forum with a member of City staff for an inspection of the condition of the facility.
3. Should an unsatisfactory condition be discovered during the inspection, the renter will be given the opportunity to immediately rectify the condition, or alternately, pay the cost to have the City undertake the required work.

Rental Fees and Rates

1. Community Forum rental fees and rates shall be as follows:

	Rate
Four hours to full day	\$280, plus GST
Up to four hours (half day)	\$140, plus GST
Set up fee	\$100, plus GST
Clean up fee	Actual cost as billed by City’s janitorial contractor
Non-profit rate	\$50, plus GST
Key replacement	Actual cost to replace locks and provide new keys

Liquor Policy

1. The City must be advised if the renter intends to serve alcohol at the event.
2. In accordance with the City's Consumption of Liquor on City Property Policy #2-6, proof of \$2 million liability insurance must be provided if alcohol will be served at the event.



CASTLEGAR
Community Forum Meeting Room
Rental Agreement

The City of Castlegar hereby grants permission for the use of the Community Forum as outlined, subject to the Terms and Conditions of the Agreement contained herein and attached hereto all of which forms part of this Agreement.

Name of Organization: _____

Name of Contact: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Date Required: From: _____ To: _____
 (Date) (Date)

Time: From: _____ To: _____

Number of people expected to attend your meeting? _____ (Maximum 100 people)

Please Note:
The Community Forum is the City of Castlegar Council Chambers. For this reason:
 - the Council and staff tables shall not be moved, and
 - the microphones shall not be dismantled.
THIS REQUIREMENT WILL BE STRICTLY ENFORCED AND ANY ORGANIZATION THAT DOES NOT COMPLY WILL BE DENIED FUTURE ACCESS TO THE FACILITY.

Purpose of Meeting: _____

Damage Deposit: A \$125 refundable damage deposit is required for **all** bookings

Key Replacement: Renters will be charged the actual replacement cost for locks and keys if Community Forum keys are lost.

Rental Rates:

- \$280, plus GST Four Hours to Full Day
- \$140, plus GST Minimum Charge for up to Four Hours (Half Day)
- \$ 50, plus GST Non-Profit Rate
- \$ 100, plus GST Set Up Fee
- Actual Cost Clean Up Fee

Will alcohol be served at this event? Yes (If yes, please refer to note below) No

Please Note:
 - **In accordance with the City's Consumption of Liquor on City Property Policy #2-6, proof of \$2 million liability insurance must be provided if alcohol will be served at this event. Refer to Section A(1)(i) on reverse.)**

Special Requests: _____

The undersigned has read and, on behalf of the Organization, agrees to be bound by the Rental Agreement and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Agreement on behalf of the Organization.

Signature _____

Date _____

PLEASE REMIT YOUR PAYMENT WITH THE COMPLETED RENTAL AGREEMENT FORM

Community Forum Rental Agreement - Terms and Conditions

The **Community Forum** is a meeting facility that is available for use on a rental basis for meetings. The City's goal is to make the facility available to community groups and organizations however, all bookings need to be made in advance. City business will take priority over all other bookings. The Community Forum is the City of Castlegar Council Chambers and, for this reason, the Council and staff tables shall not be moved, nor shall the microphones be dismantled.

The Organization renting the space is responsible for set-up, clean-up and ensuring the premises are properly secured.

A. Renter's Responsibility

1. The renter shall:
 - a. provide a refundable damage deposit in the amount of \$125 prior to being provided with a key;
 - b. pay the full cost of the rental in advance of the rental date;
 - c. pay the City, on demand, the total cost of any damage to the premises or extra charges resulting from the use of the premises by the renter or any person permitted by the renter to enter the premises;
 - d. not construct, erect or attach any fixture to the floor, ceiling or walls of the premises or alter the premises in any way whatsoever without first obtaining the written consent of the City and, if such consent is obtained, then the work shall be done only in strict accordance with such consent;
 - e. maintain the premises in a neat and tidy condition;
 - f. remove all goods and chattels of the renter on or before the termination of this Agreement;
 - g. during the period of occupancy, ensure that all persons using the premises do so in an orderly manner and do not breach any law, regulation, bylaw or rule;
 - h. release the City from any responsibility or liability whatsoever that might arise out of the City failing to provide the premises or any services to the premises under the terms of this agreement;
 - i. adhere to the BC Liquor Control and Licensing Act and provide proof of approvals and/or certificates from other agencies such as: Serving it Right Certificate; Food Safe Certificate and Special Occasion License will be required, where applicable;
 - j. In accordance with the City's "Consumption of Liquor on City Property" Policy #2-6, proof of \$2 million liability insurance must be provided if alcohol will be served on the premises; and
 - k. comply with all applicable regulations respecting fire safety and other matters, and shall be responsible for the conduct of all persons on the premises during the period covered by the facility contract.
2. The renter agrees to notify the City of any condition that may render the premises or equipment unsafe for use, and if the City has insufficient funds to correct the condition, then the City has the right to cancel the use of the premises until such time as funds are available for the cost of correcting the condition.

B. Clean-Up

1. All tables and chairs must be cleaned and the carpeting must be vacuumed.
2. Tables and microphones to remain in the Council Chambers layout.
3. All kitchen garbage shall be bagged and removed to the dumpster.
4. All dishes and utensils shall be washed, dried and placed in cupboards. (Any broken or lost utensils must be reported to the City and shall be replaced at the cost of the Renter.)
5. All liquor and food shall be removed from the facility at conclusion of function.

C. Security

1. Keys must be picked up and returned during regular office hours (Monday to Friday, 8:30 am to 4:30 pm).
2. Keys are to be returned to City no later than the next working day after the rental agreement expires.
3. The person picking up the key will be held responsible for the care and control of the key as well as the security of the room.
4. Doors and windows must be secured upon leaving the premise.
5. An inspection of the facility will be carried out by the renter and a City staff member at the time the keys are returned.

D. Capacity and Parking

1. The Occupancy Load is limited to 100 people.
2. Parking is provided in the parking lot across from the Community Forum. Participants are to be advised that "**No Parking**" is permitted in the RCMP Parking lot which is located alongside of the CBT building.

E. Smoking

1. Smoking is prohibited in the facility.