

TOWN OF ANNAPOLIS ROYAL

Facility Usage Agreement for Town Owned Facilities

Name of Organization	
Location Required	
Event/Activity	
Dates of Event /Activity	
Times	From: _____ To: _____

Direct Supervisor of Organization Designated to be in Charge of the Group

Name	
Address	
Phone & Email Address	

Booking Fees

Janitorial Services Required* (\$30/hr):		YES _____	NO _____
Number of Hours: _____	Total: _____		
*not applicable to outdoor venues			
\$20 Key Deposit Required		YES _____	NO _____
Facility Use Fee: \$ _____	Total of All Fees: \$ _____	*all fees to be paid at time of booking	
Certificate of Insurance:	Not Required _____	Attached _____	

User Agreements

In consideration of the use of the Town owned facilities the User through its designated signatory to the agreement agrees that:

- Unless it is a Town sponsored program, the Town does not carry any insurance for the benefit of the User or its individual members
- The User group members present are jointly and severally liable to the Town for any damage caused to the facility or to its property
- The Town is not liable for any injury, loss or damage to another member of the group by any reason whatsoever during their use of the premises
- The User and all participants will adhere to all applicable Regulations printed on page 2 of this Contract

Signature for the Organization: _____ Date: _____

Signature for the Town: _____ Date: _____

Terms and Conditions

1. Approval for access to the Community Hub¹ is the responsibility of Town or Library Staff.
2. Approval for the use of the available facilities must be made through the Town or Library office as defined in the policy.
3. All rental fees for the Gymnasium, Amphitheatre, and Farmers' Market are payable at the Town administrative office. Fees for the Library Programming Rooms are payable at the Library.

¹ Community Hub encompasses the Library, Program Rooms, and Gymnasium

4. Activities must be under the direct supervision of the person/persons deemed to be responsible for the rental.
5. It is the User's responsibility to keep the building secure at all times and to only grant access to the User's participants.
6. Groups using the Community Hub shall confine their activities to the facilities designated and associated corridors, entrances and washrooms. All other areas are out of bounds.
7. Alcohol, drugs and/or smoking will not be permitted on the premises.
8. If a group wishes to have alcohol at an event, permission must first be obtained from the Town and a Special Occasion Liquor License must be obtained from the Government of Nova Scotia.
9. All individuals or groups renting facilities at the Community Hub will be responsible for ALL damages which occur during their activity and must immediately report the damage or incident to Public Works (902-532-5192 / works@annapolisroyal.com).
10. All applications for continued use of facilities must be made each year to the Town.
11. Code of Conduct - All users of all facilities shall treat every person, including other users of the facilities (and in particular at times when facilities are being shared) with dignity, understanding, respect, and ensure that the environment is free from discrimination, bullying, harassment, and profanity.
12. Violations of the Code of Conduct may result in the withdrawal or suspension of facility usage.
13. All users must adhere to the local waste management requirements and are responsible for the proper separation of any waste generated during their event.
14. All users are responsible to arrange for proper clean-up of the facilities following their event. Users must indicate if they will clean the space or whether they will pay the Town's janitorial fee. Depending on event and space, the Town may require the User to pay a janitorial fee at the Town's discretion.
15. All users MUST be aware of and comply with posted fire regulations. Users must park their vehicles at the Community Hub in designated areas as posted.
16. All booking fees are to be paid at the time of submitting the booking form.

17. The Town requires a ten (10) day written notice of cancellation prior to booking date or rental fee will be charged, unless cancellation is due to inclement weather. Other arrangements may be made at the time of booking at the discretion of the Town.

18. Renters/Users must not exceed the Occupancy Loads as posted in the Community Hub and Gymnasium, or as advised by Town Staff. Tables, chairs and other capacity-dependent fixtures must be approved by the Town.

Signature of Organization Representative: _____ Date: _____

Town of Annapolis Royal Facilities/Property Use Agreement
Office Use Only

Invoice #: _____

Event Date: _____

Facility/Property Booked: _____

Fee: _____

Payment Method: _____

Employee Name and Position: _____

Employee Signature: _____

Date: _____