

TOWN OF ANNAPOLIS ROYAL
POLICY

Title:

Facilities Usage/Rental (Town owned properties)

Policy No.: 2019-03

Supersedes: 2018-12

Effective Date: May 23, 2019 **Approved by Council Motion No.:** ____

Purpose:

To provide a policy for the use (rental) of the Town of Annapolis Royal's Facilities during and after normal business hours.

Part 1

Facilities available for rent/use include:

- Upper Level Boardroom – Council Chambers, 285 St. George Street
- Programing Room A– Community Hub, 143 Ritchie Street
- Programing Room B (with risers) – Community Hub, 143 Ritchie Street
- Amphitheatre (Oqwa'titek)
- Market Square
- Gymnasium – Community Hub

Part 2

Each person or organization wishing to rent/use the facilities must submit a Facilities Usage Agreement. (*Appendix A*)

Part 3

Rental Fees will be in accordance with the Facilities Rental Fee Schedule. (*Appendix B*)

Part 4

All events at any of these locations must be reserved.

The Upper Level Boardroom, the Amphitheatre, and the Farmers' Market Square must be reserved through the Administrative office.

The Gymnasium must be booked through the Town Recreation Department.

The Programing rooms must be booked through the Library staff.

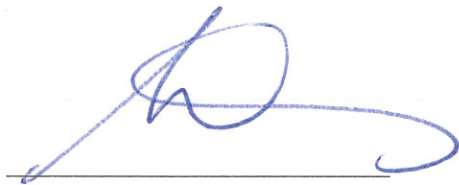
Part 5

Rental/usage is subject to availability. The Town of Annapolis Royal reserves the right for

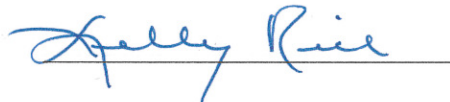
refusal of use at their discretion.

Part 6

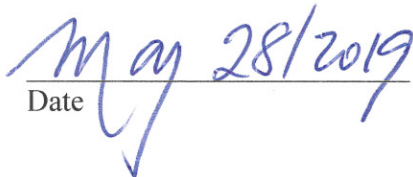
Facility usage agreement and application see Appendix A and short term rental rates see Appendix B.

A stylized handwritten signature in blue ink, consisting of a large loop and a long horizontal stroke.

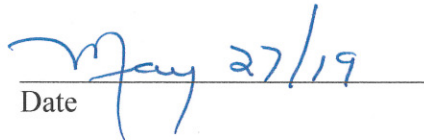
Mayor

A handwritten signature in blue ink that reads "Kelly Rice" in a cursive script.

Chief Administrative Officer

A handwritten date in blue ink that reads "May 28/2019".

Date

A handwritten date in blue ink that reads "May 27/19".

Date

SCHEDULE 1

The Town of Annapolis Royal Facility Short Term Rental Rates

| Facility | Not-For-Profit/Community Groups /Schools ¹ / Other Governments | Partnered Fitness & Sports Leaders | Private/Corporate/For-Profit Organizations |
|---|---|------------------------------------|---|
| Gymnasium | \$10.00/hr | \$20.00/hr | \$30.00/hr \$100.00 1/2 day \$225.00 full day |
| Farmers' Market Square | \$10.00/hr | \$20.00/hr | \$30.00/hr \$100.00 1/2 day \$225.00 full day |
| Amphitheatre (pre-booked only) | \$10.00/hr | \$20.00/hr | \$50.00/hr ² |
| Meeting Rooms (Upper Level Board Room & Library Programming Rooms) | \$10.00/hr | \$20.00/hr | \$40.00/hr |
| Janitorial Costs | | | |
| | \$30.00/hr | \$30.00/hr | \$30.00/hr |
| Key Costs | | | |
| <p>Any client that requires the use of keys will be required to pay a \$20 refundable deposit.</p> <p>Failure to return keys by an agreed-upon date will result in the loss of your deposit and full key replacement costs in addition to possible denial of any future bookings.</p> <p>Town ratepayers will be offered the opportunity to apply for a \$20 rebate after payment is received and processed.</p> | | | |

¹ Subject to the annual usage agreement between the Town of Annapolis Royal and the Annapolis West Education Centre

² If event is free and open to the general public, this fee is waived

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Appendix A

Facility Usage Agreement for Town Owned Facilities

| | | | | | | |
|-------------------------------------|--------------------------|---|--------------------------|---|--------------------------|---|
| Name of Organization | | | | | | |
| Please Indicate Group Status | <input type="checkbox"/> | Not-For-Profit /Community Groups /Schools /Other Governments | <input type="checkbox"/> | Partnered Fitness & Sports Leaders | <input type="checkbox"/> | Private /Corporate /For-Profit Organizations |
| | | | | | | |
| Address | | | | | | |
| Phone & Email Address | | | | | | |

| | | | |
|------------------------------------|------------------|-----------------|--|
| Event/Activity | | | |
| Proof of Insurance Required | YES _____ | NO _____ | Insurance Attached <input type="checkbox"/> |
| Dates of Event /Activity | | | |
| Times | From: | To: | |

| | |
|--|---|
| BOOKING FEES | |
| Location Required: | |
| Cost per Hour: (See Appendix B) | Number of Hours: |
| Janitorial Service Required (\$30/ hour) YES _____ NO _____ | Key Deposit Required (\$20 per booking) YES _____ NO _____ |
| TOTAL BOOKING FEES: (Payment due at the time of booking) | |

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Appendix A

Facility Usage Agreement for Town Owned Facilities

User Agreements

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

- The requirement of liability insurance is at the Town's discretion as per the Facility/ Usage Rental Policy
- 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 terms and conditions under this Contract

Signature of Group Representative: _____ **Date:** _____

Signature of Authorised Town Staff: _____ **Date:** _____

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Appendix A

Facility Usage Agreement for Town Owned Facilities

**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: _____

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Appendix B

Facility Usage Agreement for Town Owned Facilities

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.
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, first the applicant is required to obtain a written motion from Town Council 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 (902-532-2043 ext. 106) / works@annapolisroyal.com).
10. All applications for continued use of facilities must be made each year to the Town.

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

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Appendix B

Facility Usage Agreement for Town Owned Facilities

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 Group Representative: _____

Date: _____