

<i>The Town of Fort Frances</i>	<b>SECTION</b>  COMMUNITY SERVICES
<b><u>FACILITY RENTAL</u></b>  <b><u>POLICY</u></b>	<b>REVISED</b> June 2004
Resolution No.	Supercedes Resolution No.
Policy Number 2.5	<b>PAGE 1 of 4</b>

**1. GENERAL STATEMENT**

The Town of Fort Frances has developed several community based recreational facilities that provide positive leisure time opportunities and increase the quality of life for the community and its citizens. It is necessary that these facilities are made available to the community in a fair and equitable manner and that they are used to their maximum.

**2. PURPOSE**

This policy will provide a framework for management to ensure the maximum use of the community facilities identified, and ensures that the facilities are made available to the public in a fair and equitable manner.

**3. PROCEDURE**

A. Facilities

This policy will cover the rental of the following facilities unless otherwise stated in an agreement or separate procedure manual:

- i. Memorial Sports Centre Ice Surfaces, Auditorium, Meeting Rooms, and Swimming Pool
- ii. East End Hall
- iii. Townshend Theatre
- iv. St. Francis Sports Fields
- v. Vanjura Park

B. General

- i. All bookings are completed at the Memorial Sports Centre, 740 Scott Street, (807) 274-4561.
- ii. All bookings must be in writing on the appropriate application form (schedule A), and are subject to confirmation, which must be signed by both parties.
- iii. Rental rates are subject to change and are approved by Council annually as part of the budget process. Rates will be implemented in order to cover the program season so user groups are able to budget accordingly.
- iv. Priority will given on the following basis:
  - a) Town of Fort Frances programs and services

- b) Youth, not for profit organizations
  - c) Other, not for profit organizations
  - d) For profit organizations
  - e) Other interested parties
- v. Payments are required in advance unless credit arrangements have been made with the Manager of Community Services.
  - vi. Where appropriate a damage deposit may be required
  - vii. All municipal facilities are smoke free and alcohol free unless the necessary license has been approved. The municipal smoking by law and the municipal alcohol policy will be strictly enforced.
  - viii. It is the responsibility of the renter to be aware of and notify users of all rental procedures and requirements.
  - ix. Special arrangements can be made for large users and special events by contacting the Manager of Community Services.
  - x. It is the responsibility of the Manager of Community Services to resolve all conflicts or disagreements. If a compromise cannot be reached his/her decision is final.
  - xi. Any change in By-laws or town policy that effect these facilities will be applied upon passing of the by-law or scheduled implementation date, written notice will be provided to the users.

C. Ice Facilities

- i. All previous user groups will be required to submit the upcoming season's ice time requirements by August 1<sup>st</sup>. Confirmation notices will be returned by September 15<sup>th</sup>.
- ii. Every effort to resolve conflicting ice time requests will be attempted through mutual compromise. In order to facilitate conflicting ice time requirements, the following priorities will be adhered to:
  - a) Provincial and National Championships
  - b) League Hockey Schedules, Playoffs and Figure Skating Ice Shows
  - c) Hockey Tournaments, Figure Skating Competitions and Test Days
  - d) Group practices, programs, and exhibition games.
- iii. Hockey games and other competitions will be limited to Tuesdays, Fridays, Saturdays and Sundays in order that user groups can have program time without interruption. The only exception to this will be provincial and national championships.
- iv. Cancellations and changes require 14 days notice and must have mutual consent, or renter is responsible for payment.
- v. All rentals are based on a 50-minute hour so as to allow for resurfacing.
- vi. The ice surface must be vacated during the resurfacing and kept clear until the resurfacing unit is completely off the ice surface. No additional time will be allocated if the user does not comply and there are delays in resurfacing.
- vii. Users must vacate dressing rooms within 30 minutes of the ice rental.
- viii. There is absolutely no smoking or alcohol permitted in the dressing rooms.

D. Auditorium and East End Hall

- i. A \$50.00 deposit is required for all hall rentals except for multi time renters that have arranged credit.
- ii. Where required, keys will be issued and the renter is responsible for securing the facility and supervising the event
- iii. Copies of the Smoking bylaw and Municipal Alcohol policy will be included in the rental contract.
- iv. All pop, mix and ice must be purchased from the Town (East End Hall excluded).
- v. Any damage and extra clean up due to abuse will be charged back to the renter. Under no circumstances will the equipment be removed from the building without approval from the staff.
- vi. If available, one day prior to the event may be booked for decorating for weddings and socials.
- vii. Renters of the East End Hall are responsible for the following clean up procedures:
  - a) Sweep and mop floor
  - b) Wash and put away dishes
  - c) Empty all garbage in bins (kitchen, bar and bathrooms)
  - d) Return tables and chairs to stage
  - e) Shut off lights
  - f) Renter must supply cleaning supplies, tea towels and dish cloths

D. Swimming Pool

- i. All renters must abide by the Ontario Health Regulations for Type A commercial pools. It is the responsibility of the Aquatic Director to ensure this.
- ii. All rentals are based on a 55-minute hour to allow for change over.
- iii. Previous user groups are required to submit season pool requests by June 1<sup>st</sup>.

F. St. Francis Sports Fields and Vanjura Park

- i. Under no circumstances will the consumption of alcohol be allowed at these facilities due to the existing agreement on use and access to the facilities.



## TOWN OF FORT FRANCES FACILITY USE APPLICATION FORM

Facility Request (please check Left hand box)

52 Canadians	Kitchen	North Ball Diamond
Ice For Kids	Conference Room	Central Ball Diamond
Auditorium	Swimming Pool	South Ball Diamond
IFK Lobby	East End Hall	Vanjura Ball Diamond
52 Meeting Room	North Soccer Field	South Soccer Field

Name of Organization	
Contact Person	Contact Person
Address	Address
Business Phone	Business Phone
Expected Number of Participants	Liquor Licence (Yes or No)

Date	Time	Type of Function

All requests are subject to confirmation. Please complete and return to the attention of: Memorial Sports Centre, 740 Scott Street, Fort Frances, ON P9A 1K1 or fax to 807-274-3799. For additional information, please contact 274-4561.

Amount Paid:	Cash	Cheque	Visa	Master Card	Invoiced
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Facility Renter Signature	Date	MSC Signature	Date
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