

POLICY NUMBER: 12
POLICY TITLE: Rental of Village Facilities and Property
EFFECTIVE DATE: November 13, 2013
APPROVAL: November 12, 2013

POLICY:

The Village of Valemount owns facilities and properties that may be made available for use through a rental agreement to the public. The use of these facilities and properties is subject to certain requirements by the Village, and disregard by a user group for the requirements may result in that user group becoming ineligible for approval for future use.

These facilities are listed in the attached fee schedule, and specific requirements for each facility or piece of property are detailed in the Procedure section of this Policy.

PURPOSE:

To provide the rental requirements and fee structure for the rental of Village facilities and property.

PROCEDURE:

All:

1. All rentals, including those for which the rental fees have been waived by Council, will require a damage deposit. The damage deposit is required a minimum of 48 hours prior to the event in question.
2. Conditions for the release of the renter's damage deposit are specified in the rental agreement for each piece of equipment or facility.
3. All fees must be paid in advance
4. All bookings must be made through the Village office
5. Keys must be returned by the date specified on a given rental contract.
6. Damage deposits will be subject to inspection of facility or property by the Village, and will be returned within 7- 10 days of return of keys or property.
7. A minimum of 48 hours notice is required for a full refund cancellation. If a renter provides less than 48 hours notice in cancelling a Village Facility rental, a \$25 fee will be charged and payable by the renter.

Party Tent:

1. The tent must be assembled according to the manufacturer's instructions
2. The tent must be properly and completely dried and folded prior to storage

Sound System & LCD Projector:

1. Before Village Equipment is released to the renter, a Village Employee will ensure that all components are present. The same will be done when the equipment is returned

Community Services Building Classroom:

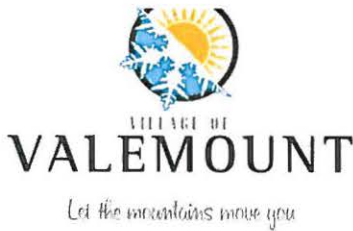
1. A cleaning fee will be charged in addition to the rental fee
2. Insurance is required

Community Services Building Meeting Room:

1. A cleaning fee will be charged
2. Insurance is required

Community Hall:

1. A cleaning fee will be charged in addition to the rental fee
2. Insurance is required
3. Any food sales or service will require the appropriate permit from Northern Health



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Visitor Information Centre building (when the facility is not otherwise occupied):

1. A cleaning fee will be charged in addition to the rental fee
2. Insurance is required
3. Any food sales will require the appropriate permit from Northern Health

Sports Plex and Kinnikinnick Ball Diamond:

1. The requirements apply to tournament and league use
2. Evening weekday use: 2 hour slots:
5:00 - 7:00 pm
7:00 - 9:00 pm
3. Weekend use: as booked
4. Tournaments will take priority over practices on weekends
5. Those tournaments or changes in the schedule not reported to the Village office will not be honoured if conflicts arise
6. Users will be responsible for the grooming and lining of the infield. The Village of Valemount will supply the equipment needed such as sports field whitening, float and lining equipment. Access to equipment will be made available as the Village determines
7. Teams will comply with schedules put forth by the league at start of the season. Any deviations from the schedule (rained out) must be dealt with by the teams affected. The Village must also be advised of the changes to avoid scheduling conflicts
8. Users will be responsible for cleaning of the concessions.

Council Resolution No. Res #428/13 dated this 13th day of November, 2013


Chief Administrative Officer



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Facility and Property Rental Fee Schedule

Facility or Property	Rental Rate	Damage Deposit	Cleaning Fee	Short Notice Cancellation Fee	Liability Insurance
Party Tent	\$200/day for Village assembly & disassembly	\$400	N/A	\$25	N/A
Sound System	\$50 per day \$40 per funeral	\$150	N/A	\$25	N/A
LCD Projector	\$50 per day \$40 per funeral	\$150	N/A	\$25	N/A
CSB Classroom	\$10/hour \$25/half day \$40/full day	\$100	\$25	\$25	\$2,000,000
CSB Meeting Room	No Charge	None	\$10	\$25	\$2,000,000
Community Hall	Hall & Kitchen (1day) \$225 Hall only \$150 ½ day \$75 Kitchen Rental \$75 Alcoholic Events	\$250	\$50 \$100	\$25	\$2,000,000
Visitor Information Centre	Rental \$225	\$250	\$50	\$25	\$2,000,000
Visitor Information Centre Grounds	No Charge	N/A	N/A	\$25	\$2,000,000
Sports Plex & Kinnikinnick Ball Diamond	No Charge	\$150	N/A	\$25	\$2,000,000