



Title: Recreation Facility Rental Policy	Internal/ External
Department: Recreation and Leisure	Policy Number: RL- 008
Approval Date: March 03, 2014	Implementation Date: March 04, 2014

BACKGROUND

The Rotary Paradise Youth Community Center (RPYCC) is owned and operated by the Town of Paradise. Its purpose is to provide Town-sponsored or co-sponsored recreational, educational, and/or community programs for the Paradise community. When the RPYCC space is not scheduled to be utilized by the Town, organizations and individuals may reserve and rent space for their use as per this policy. These facilities include: the Gymnasium, the Wellness Room, Resource Room A and Resource Room B.

These facilities may be reserved to individuals; registered non-profit, educational, recreational, and community groups; and, corporate and business organizations. Rental rates, charges and/ or fees are established and approved by the Recreation Committee of the Town of Paradise.

PURPOSE

The purpose of this policy is to outline the specifics related to facility and equipment rental so that those wishing to rent understand their responsibilities.

DEFINITIONS

Applicant is synonymous with *renter* in this policy and refers to the individual applying for rental of a facility on behalf of themselves or a group.

Long term renters are those groups that wish to rent a facility repeatedly on a schedule throughout the year.

Regular User refers to an organization that renews rental annually.

POLICY STATEMENT

This policy applies to all individuals/organizations who wish to rent the facilities provided in the Rotary Paradise Youth Community Center. All applicants must fill out a *Facility Rental Application Form and Agreement*. One time users will be required to submit this form 4 weeks

prior to the requested rental date. Long term renters will be required to submit/renew the form on an annual basis. The Town of Paradise reserves the right to refuse rental to any person or group for any event that, at the sole discretion of the Town, is deemed to potentially impair the health, welfare, and/or public safety of citizens or the efficient operation of the RPYCC.

GUIDELINES AND PROCEDURES

1. Renter Responsibilities

- 1.1 Applications should be submitted as far in advance as possible, at least four (4) weeks to the date requested. Rental payment is due 48 hours prior to the scheduled event.
- 1.2 A rental security deposit is required at the time rental payment is due. This fee will be dependent on what part of the RPYCC is rented and will be determined by the Director of Recreation and Leisure Services.
- 1.3 The applicant must be an adult age 19 years of age or older. If the group the applicant is renting the facility for is under the age of 19 the applicant must be present and supervising during the time of facility use.
- 1.4 The renter will comply with maximum building and room capacities as outlined on their application form.
- 1.5 The renter will comply with all Federal, Provincial and Municipal laws, ordinances and regulations as they apply to the event. The renter will comply with all RPYCC rules and regulations and ensure all attendees comply as well.
- 1.6 The Town of Paradise or its staff will not be responsible for any accidents or personal injuries that occur during the rental period. The renter is responsible for the actions of the participants in their group and/or event.
- 1.7 The Renter is responsible for the cost of any professional repairs or replacement of any damages to the facility or equipment.
- 1.8 Security must be provided at the renter's expense if deemed necessary by the Paradise Recreation and Leisure Services Department.
- 1.9 Renter shall outline the time they will be finished with the facility in their application. An ending after 1:00am must be requested in the Renters application and must be approved by the Manager or Director of Recreation during the application process. Renters are to ensure they request enough time for set up and clean up. Renters may be subject to additional fees for time that exceeds the approved hours of use.
- 1.10 There is no smoking inside any Town of Paradise buildings, as per the *No Smoking Policy* (Policy: CS-ST-002).
- 1.11 Illegal drugs or substances or weapons are not allowed in or on the premises of Town of Paradise Facilities.

2. Department Responsibilities

2.1 All application forms and agreements must be reviewed and approved by the Manager of Recreation as soon as possible after being received by the applicant.

2.2 The Town will not be responsible for any lost or stolen personal property of those attending an event during a rental time slot.

2.3 Decorations will be approved on a case-by-case basis by the Manager of Recreation and must adhere to all building regulations. If an applicant wishes to use decorations they must indicate so on their application form.

3. Community Group Rental

3.1 Community groups or registered non-profit organizations must be recognized by the Town.

3.2 These groups will be given free rental of facilities for one meeting a month or twelve meetings a year.

3.3 Groups and Town Personnel must contact reception to arrange for the rental, this is to be done 1 month in advance of the date requested.

3.4 Groups will be allowed to book two special event functions in a year. This may include but are not limited to, New Years, Valentines Day or Christmas functions. Special event days must be approved by the Manager of Recreation.

4. Rental Cancellation

4.1 The Town of Paradise reserves the right to make cancellations to a reservation at any time due to staffing availability or other unforeseen circumstances. Cancellation notices will be issued as far in advance as possible. All rental fees will be returned in full if the cancellation is initiated by the Town of Paradise. The Town will not be liable for any costs incurred by the Renter due to cancellations made by the Town of Paradise.

4.2 Cancellations initiated by the Renter will only result in refund of money due to extenuating circumstance that can be confirmed with appropriate documentation.

5. Regular User Rebate:

These users will receive a 20% rebate on their rental fee.

6. Alcohol Use

Any alcohol served within a Town recreation facility must be served by a group who purchases a liquor license. In cases where the rental applicant does not have a liquor license, the Department of Recreation and Leisure Services may provide a contact for the group to use. Groups must adhere to all building requirements and are responsible for following the liquor corporation regulations.

7. Equipment Rental

7.1 Equipment Rental Form Persons wishing to rent Town equipment will be required to fill out a form indicating the details of their rental

7.2 The equipment will be inspected before use and after use. Any replacement or repair of lost or damaged equipment will be the responsibility of the renter. The Manager of Recreation will be the point of contact for rental of Town equipment.

REVIEW

The Town of Paradise reserves the right to amend and/or modify these policies if it is deemed in the best interest of the operation and reputation of the RPYCC.

Chief Administrative Officer: *Robyn Cumby* Date: *March 31 2014*



Rotary Paradise Youth and Community Center Facility Rental Application Form and Agreement

Organization Name: _____

Organization Address: _____ Contact Phone Number: _____

Applicant Name: _____ Contact Phone Number: _____

<p>New Request</p> <p>One Time Use</p> <p>Year Round</p> <p>Seasonal</p> <p>September-June</p> <p>July-August</p>	<p>Date Requested: _____ to _____</p> <p>Time Requested: _____ to _____</p>
	<p>Facility Requested:</p> <p style="text-align: center;">Gymnasium Resource Room A</p> <p style="text-align: center;">Wellness Room Resource Room B</p>

<p>Event Type:</p> <p style="text-align: center;">Meeting</p> <p style="text-align: center;">Special Event</p> <p style="text-align: center;">Recreational Program</p> <p style="text-align: center;">Fundraiser</p>	<p>Organization Type:</p> <p style="text-align: center;">Registered Non-Profit</p> <p style="text-align: center;">Corporate</p> <p style="text-align: center;">Community</p> <p style="text-align: center;">Recreational</p>	<p>Age/ Alcohol Information:</p> <p style="text-align: center;">Youth Under 18</p> <p style="text-align: center;">No Youth Under 18</p> <p style="text-align: center;">Alcohol</p> <p style="text-align: center;">No Alcohol</p>
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I _____ understand that in signing this document I agree that at all times all activities will be conducted with full regard for safety, and will observe and abide by all applicable regulations and fees as outlined in the Town of Paradise *Facility Rental Policy* which I have read.

Renter Signature: _____ Date: _____

For more information please contact:

Manager of Recreation and Leisure Services

Natasha Hann (709)782-3808 • nhann@townofparadise.ca