

FACILITY USAGE POLICY & PROCEDURES

FACILITY USAGE POLICY

The East Dartmouth Community Centre will provide the citizens of the Halifax Regional Municipality, in particular East Dartmouth residents with access to the Centre. The East Dartmouth Community Centre will encourage and support the use of the facility outside of the normal weekday hours; including weekends, provided the facility is used on a cost recovery basis.

GENERAL

All activities for facility use must be booked through the Facility Director / Office.

Applications for use must be renewed each year.

There shall be no third party sub – rentals/leases of facility.

Alcohol for special events may be permitted provided the proper procedure is followed and all necessary documentation is requested / obtained. Written authorization will be provided by the EDCC to the renter.

Lessees & renters are responsible for ensuring full compliance with Halifax Regional Municipality Smoking by-laws which prohibits tobacco use on or within 4 meters of municipal property.

Churches may book for church services throughout the entire year.

Groups and/or individuals using the facility shall confine their activities to the area(s) designated and the associated corridors, entrances and washrooms.

The applicant is responsible for reimbursing the EDCC for any damage arising from the applicant's use of the facilities if they are found to be responsible for the damage.

Adult supervision of all activities must be fully assumed by the organization authorized to use the facility.

Groups are asked to respect Boys & Girls Club of East Dartmouth policies regarding nut-free and scent-free environments.

The EDCC reserves the right to cancel any facility rental due to unforeseen circumstances (i.e. floods, broken pipes, snowstorms/weather, facility used as a comfort centre).

There will be no reserved parking as it is a first come, first served basis. No overnight parking permitted! Vehicles will be ticketed &/or towed at the owners expense.

BOOKING PRIORITIES

The **Boys & Girls Club of East Dartmouth** (B & G Club) and **Halifax Regional Municipality** (HRM) have priority. They may request additional dates and times throughout the year.

One time events will be given special consideration, thus a current booking maybe bumped a minimum of two times per year in order to fulfill a wide range of events/programs for the community. When possible, EDCC may offer the displaced rental an acceptable, equivalent date and time to hold their function. This alternative date cannot result in the cancellation of another community use booking.

REQUESTING SPACE

If you are requesting space for the first time, please indicate a first, second and third choice. If you are a regular/historic user of our facility, please indicate dates, time and rooms you would like to retain. Please be aware the demand for available rental space is great, thus space is limited. **Renters should not expect to be able to expand their allotment of rental space unless there has been a reduction in the current number of clients and their requirements.** EDCC will endeavor to accommodate clients when possible.

DATE(S) AND TIME REQUESTED

Please indicate the first and last dates on which the activity will be held. Do not use September 1st - June 30th. Please ensure that each date entered is consistent with the day of the week. Enter all dates your group will not be using as well. If a booking involves one day each month, use specific dates, not "third Monday of each Month". Holidays will automatically be excluded. Enter the time of day that the group wishes for the rental. Fees are assessed based on the amount of time booked for the activity/space requested. The guidelines allow for 10 minutes for the renter to enter the building prior to the activity and 10 minutes to vacate the building after the end rental time. The booking time is the amount of time the group has access to their rental space. All activities shall end by 10:00 pm on weekdays and to be determined for weekends, unless special permission has been received to extend the booking time. Renters must be out of the building ½ hour before the building closes.

APPLICATION FORM

All community rentals are scheduled by the EDCC Facility Director / Office. The Facility Application Form is to be completed when a community group, business, government department request space. All information requested is to be provided. In the event information is incomplete or inaccurate, you will be contacted for clarification.

ORGANIZATION CONTACT INFORMATION

Management requests each organization wanting to rent space to list, at least, one person as the main contact. If an alternate is available please provide that information as well. Full mailing addresses, phone numbers, fax numbers and email addresses are required.

AREA(S) TO BE USED

Please indicate any and **ALL** areas of the space you wish to use.

PURPOSE AND/OR ACTIVITY

Please indicate the type of activity (i.e. meeting, yoga, basketball, wedding reception, etc.). If the activity is being booked for a sport team, please specify if it is a practice or game.

PARTICIPANTS

Always indicate the number of participants expected and their age range. You must also indicate whether you are a not for profit organization. Proof of not for profit status must be provided in writing in the form of a letter from the president or coordinator of the group/organization. The Charitable Business Number for the organization must also be provided.

EQUIPMENT / SERVICES REQUESTED

It is important to note that you are renting 'space' only. Equipment is not provided with your booking. Table and/or chair requirements **may** be arranged for upon contract confirmation depending upon the facility you are scheduling. Auxiliary equipment / services can be purchased for in centre use only. Please see the list of auxiliary equipment / services. Please refer any inquiries to the Facility Director and/or designate.

INDOOR FOOTWEAR

The EDCC requires **all participants** to bring **indoor footwear** to wear in the gym. There is to be **no outdoor footwear** or **high heels** worn in the gym. We request for your full cooperation with regard to this matter.

FEES

Please see the Fee Schedule enclosed. Prices are shown **without** HST included in the cost.

CANCELLATIONS

All clients must provide the EDCC Office in writing a minimum of

- 48 hours notice for hourly weekday/evening booking**
- One week for hourly weekend event**
- One month for bookings of 24 hours (or greater)**

Cancellations are still subject to pay the original amount of the rental fee if the request to cancel is not received within the allotted time frame.

If the facility is closed during the day due to inclement weather or other unforeseen circumstances, all evening activities held shall be cancelled. Users will be required to submit a Cancellation Form.

The facility may be made available on a limited basis during the Christmas Holidays, March Break and summer. Availability will be predetermined on an as needed basis by the EDCC.

UNACCEPTABLE FACILITY RENTAL CLIENTS

In the event problems occur with a group, please inform the EDCC Office in writing within 24 hours of the incident so that the problem may be rectified or the group cancelled.

PAYMENT/COLLECTION OF RENTAL FEES

All user fees are required to be paid prior to the event/activity taking place and at the time that the Facility Rental Contract is signed.

January 19, 2009 / PIW