

Rental of Springwater Township Facilities Township of Springwater

Approved: May 31, 2010
Effective: May 31, 2010
Next Review: November 2010

Department: Corporate Services,
Parks and Recreation
Subject: Rental, Facilities
Policy Number: A09 RE

A. Policy Statement

Springwater Township facilities are available for use, at a fee, to members of the public and organizations. Having the facilities available for rent will provide a venue for local community groups to come together to learn, socialize, network, promote the Township, provide a service to the community and generate revenue for the Township.

B. Purpose

The purpose of the Rental of Springwater Township Facilities Policy is to provide guidelines and a fee structure for the use and rental of the facilities.

C. Scope

This policy applies to all potential renters with respect to the use of designated facilities and rooms within the Township.

D. Definitions

“Accessible Parking Permit” means an authorized permit issued to individuals by the Ministry of Transportation and entitles the vehicle in which it is displayed to be parked in a designated accessible parking space.

“Administration Centre” means the Springwater Township Administration Centre located at 2231 Nursery Rd., Minesing ON L0L 1Y2.

“Boardroom” means the lower level meeting room located at the Administration Centre.

“Community Services” means services delivered or provided by a government agency.

“Committee Room” means the upper level meeting room located in the centre of the Administration Centre.

“Corporate Services Department” means the Corporate Services Department for the Corporation of the Township of Springwater.

“Council” means Council for the Corporation of the Township of Springwater.

“Council Chamber” means the Council Chamber contained within the glassed partitions on the upper level in the Administration Centre and does not include the lobby or foyer located.

“Gallery” means the lobby and foyer located on the upper level in the Administration Centre adjacent to the Council Chamber.

“Not-for-profit” means a community group or not-for-profit organization that operates without monetary gain.

“Parks and Recreation Department” means the Parks and Recreation Department for the Corporation of the Township of Springwater.

“Regular Business Hours” means Monday to Friday from 8:30 am to 4:30 pm, excluding holidays.

“Rental Facilities” means a facility owned by the Township that is available for rent and includes the facilities within the Township that are available for rent and includes the facilities listed in Attachment C – Schedule of Fees.

“Renter” means any person or organization who applies to rents the facilities in the Township.

“Township” means the Corporation of the Township of Springwater.

E. General

This Policy shall be administered by the Corporate Services and the Parks and Recreation Departments.

This Policy shall be referred to as the ‘Rental of Springwater Township Facilities Policy’.

The passing of this Policy will rescind the Kenzie Knox Facilities Policy, Section D5 of Resolution 601/95 (November 13, 1995).

This Policy shall come into force and effect on the day of passing.

This Policy shall be reviewed 6 months from passing to review the use of the facilities.

F. Authority

The authority for the Rental of Springwater Facilities Policy shall be by the approval of the Township of Springwater Council.

ATTACHMENT A
PROCEDURES FOR THE RENTAL OF SPRINGWATER RECREATION FACILITIES

1. General

Community halls within the Township provide facilities for community recreation programming and social events. The primary uses of the facilities are to provide recreation programming and locations for the community to come together. To keep the facilities sustainable, the halls are available for rent to the general public for various types of events.

To maintain public safety, the following are terms and conditions for renting the facilities within the Township. It is the renter's responsibility to notify their group of the below terms.

All rental requests are to be scheduled on a 'first-come, first-serve' basis.

All facilities are smoke-free. It is the responsibility of the renter to supervise the function and enforce the no smoking rules. Failure to comply may result in a fine and/or loss of any deposit and future rental privileges.

Renters are to pick up keys to the rented facilities at the Administration Centre during regular business hours. Keys for week day rentals are to be picked up the morning of the rental. Weekend rentals are to be picked up the Friday prior to the rental. Keys are to be returned as soon as possible following the rental. Outside of regular business hours, keys can be dropped off in the drop box outside of the Administration Centre.

NOTE: Renters occupying the Hillsdale Community Hall will be provided with the confidential lock box code to access the keys to the facility. Renters will be required to return the key to the lock box after the use of the facility.

2. Renting Facilities

All recreation facilities are to be booked through the Parks and Recreation Department with the completion of the applicable application with the exception of the Grenfel Community Hall and Midhurst Community Centre which are to be made through the Recreation Service Boards.

The Township reserves the right, entirely at its discretion, to accept or reject an application for use of any of the facilities. The Township shall settle all disputes and be the final authority. The Township may, if necessary, cancel rentals at any time. If possible, advance notice will be given.

3. Set Up and Clean Up

The renter shall be responsible for set up, take down and storing of chairs, tables etc. in the appropriate storage area(s). The renter is responsible for returning the premises back to the general condition of cleanliness and repair to which it was found.

Where additional cleaning of the premises is deemed to be necessary, the renter agrees to pay the cleaning charges as determined by the Township.

4. Fire and Emergency Safety

The renter agrees to read the fire safety plan for the rental facility and communicate this information to the users during the function. Open flames are not permitted in any Springwater facility. All exits must be kept free and clear of obstructions at all times.

Maximum attendance at the facilities will be governed by the Fire Regulations in the Township as specified below:

Permitted Occupancy of Facilities	
Elmvale Arena – Ice	1,400 persons
Elmvale Arena – Springwater Room	165 persons
Elmvale Community Centre	220 persons
Heritage Park, Elmvale	n/a
Anten Mills Community Hall	60 persons
Grenfel Community Centre	60 persons
Hillsdale Community Centre	45 persons (upper), 90 persons (lower)
Midhurst Community Centre	97 persons (upper), 78 persons(lower)
Minesing Community Centre	150 persons
Minesing Community Centre – Bowling Ally	60 Persons

The renter agrees that the Township shall not be responsible for any injury to the renter or any person or persons using the facility whether arising by reason of negligence, theft, fire or any other incident that may occur.

5. Hours

The hours for renting the facilities will be determined on the application. All music and loud noises must stop at 1:00am. All persons in attendance must vacate the building by 1:30am. All renters are to comply with the noise levels as determined in the Township's most current Noise By-law.

6. Fee Structure

The complete list of fees for all facilities is listed in Attachment C - Schedule of Fees. Applicable GST (HST after July 1, 2010) will be added to all fees. At time of booking, all

renters are required to pay immediately a \$100 confirmation deposit. A \$50.00 fee will be charged to any renter who provides the Township with less than two business days notice of a cancelled booking.

All bookings will be secured contractually. The renter is personally responsible for payment of the rental in advance of the event unless otherwise stated.

The renter is responsible for reimbursing the Township for any damage caused by improper use of the rental facility due to direct negligence on the part of anyone connected with the rental or attending the function.

As per Council Resolution No. 276/94, the fees determined for renting facilities also apply to municipal government functions.

7. Insurance

If required by the Township, the renter will take out a comprehensive policy of public liability and property damage insurance acceptable to the Township. This policy should provide coverage for any single accident to a minimum of one million dollars (\$1,000,000.00) exclusive and cost against loss of or damage to property arising in connection with the activity as a result of any act or omission of the organization. Such policy shall name the Township as an additional insured. The applicant shall provide a copy of the policy or certificate to the Township prior to the date of the function.

8. Food and Beverages

The renter shall notify and obtain the required permits from the Simcoe Muskoka District Health Unit for events which include the preparation and/or serving of meals.

Liquor may be sold or served only in rental facilities designated by the Township and under the authority of a special occasion permit. Liquor may only be served in the area designated on the permit. Renters using the premises are responsible for obtaining the permit. Permits shall not extend beyond 1:00 am (2:00 am on New Years' Eve).

The renter is responsible for providing the required number of trained servers as bartenders for any alcohol related events and will comply with the Township's Alcohol Risk Management Policy. The names and certification numbers of the servers is to be provided on the rental application.

The renter is responsible for providing, delivering and removing all liquor and equipment necessary for the sale and consumption of liquor after the event is over. All evidence of the service and consumption of liquor shall be removed within thirty minutes after the expiry of the permit.

The renter must supervise the sale and consumption of liquor, and enforce and abide by all regulations of the *Liquor License Act* (R.S.O. 1990) and the Township.

ATTACHMENT B
PROCEDURES FOR THE RENTAL OF THE SPRINGWATER TOWNSHIP
ADMINISTRATION CENTRE

1. General Use of the Administration Centre

The primary use of the Administration Centre is to provide a workspace for Township employees to conduct their required tasks as well as provide a venue for residents to access Township services. The primary use of the Council Chamber is to provide a formal space for Council meetings and other committees of Council.

The Administration Centre can be used by the public and organizations for Council approved or endorsed community celebrations and events. Hosting these types of celebrations will promote the Township and the community.

The Township recognizes that the facility is under public ownership and that the public have the right to access the facility. Keeping this in mind, Township related activities will be given priority to all the rooms within the Administration Centre.

Examples of meetings that take priority in the Council Chamber include, but are not limited to, Regular Council, Planning Committee, Committee of Adjustment, and OMB Hearings.

There are many features of the Administration Centre that are appealing to potential renters including sophisticated IT equipment in each meeting room for formal presentations, accessible venue, large capacity (Council Chamber, Council Chamber with Gallery), ample parking and a convenient location.

All rental requests are to be scheduled on a 'first-come, first-serve' basis.

The Township reserves the right to make changes to facility bookings to accommodate Township use and will notify the renter should this be required.

The Administration Centre is smoke free and smoking is only permitted 7.5m (25 feet) away from entries, outdoor air intakes and operable windows.

The serving or selling of liquor is not permitted within the Administration Centre.

The Township reserves the right to designate staff to attend any function to ensure that all regulations are being observed and respected.

Other government agencies may use the facilities for no charge provided that the use is to provide a community service.

The rental use of the Administration Centre must be compatible with the normal use of the facility at the time of the rental.

2. Renting the Administration Centre

To reserve the facilities, renters must complete an application form two weeks in advance of the event.

Bookings of the Administration Centre from outside organizations are to reserve the space through the Corporate Services Department.

Events that require a member of staff or an appointed member of Council in the conduct of their official capacity with the Township, may use the Administration Centre at no fee provided that the staff member or member of Council is in attendance for the full duration of the event.

Facilities are to be booked using internal booking arrangements (shared calendars, Microsoft Outlook).

3. Set Up and Clean Up

Arrangements for setting up for a function must be made at the time of booking. The renter shall be responsible for set up, take down and storing of chairs, tables etc. in the appropriate storage area(s). The renter is responsible for returning the premises back to the general condition of cleanliness and repair to which it was found. All rooms are to be restored to their original condition prior to the renter exiting the facilities.

The tables and chairs in the Committee Room and Boardroom are not to be rearranged or removed.

All renters will be provided with 30 minutes before and after their rental time for set up and clean up.

4. Fire and Emergency Safety

Open flames shall not be permitted in any space in the Administration Centre. The renter is to be aware of the contents of the Fire Plan and in the event of a fire, is to follow the approved plan.

Maximum attendance will be governed by the Fire Regulations in the Township as specified at the Administration Centre:

Permitted Occupancy of Rooms	
Council Chamber	80 persons (+ 15 with desks)
Council Chamber and Gallery	80 + 130 persons (+15 with desks)
Committee Room	10 persons
Boardroom	16 persons

All exits must be kept free and clear of obstructions at all times.

5. Regular Hours, After Hours and Holidays

The Administration Centre is open to the public and available for rent from Monday to Friday from 8:30 am to 4:30 pm. The facilities are also available to rent after hours, on weekends and on holidays. The Township may require staff to be present during the booking. Therefore, an increase in fees will occur.

The rental of the facilities after hours and on holidays would be contingent on staff availability.

6. Fee Structure

All renters who use the facilities are subject to a fee. Not-for-profit organizations are also subject to a fee, but at a reduced rate during regular business hours. Not-for-profit renters are not required to show proof of status on the application.

A complete list of all of the fees is attached to this Policy as Attachment C – Schedule of Fees.

A \$50.00 fee will be charged to any renter who provides the Township with less than two business days notice of a cancelled booking.

Applicable GST (HST after July 1, 2010) will be added to all fees. All fees are to be paid in advance of the booking.

The renter will be responsible for payment of all damage costs arising from the misuse of property. A security deposit may be required at time of booking. The amount of the deposit will be determined based on the use of the facility.

7. Insurance

If required by the Township, the renter will take out a comprehensive policy of public liability and property damage insurance acceptable to the Township. The policy should provide coverage for any single accident to a minimum of one million dollars (\$1,000,000) exclusive and cost against loss of or damage to property arising in connection with the activity as a result of any act or omission of the organization. Such

policy shall name the Township as an additional insured. The applicant shall provide a copy of the policy or certificate to the Township prior to the date of the function.

8. Use of IT Equipment

IT equipment has been installed in all applicable rental facilities in the Administration Centre. If the renter wishes to use this equipment during their occupancy, the specific equipment must be booked in advance. As well, renters are required to pre-arrange a training session with an appropriate Township employee prior to the occupancy. This will ensure that the renter receives instructions on the proper use of the equipment.

9. Parking Requirements

Parking is available for free for all renters of the Administration Centre. During regular business hours renters attending activities at the Administration Centre are required to park in the side parking area to ensure immediate access to Township services.

Renters requiring the accessible parking spots may do so by displaying their Accessible Parking Permit.

A map identifying available parking locations is attached to this policy as Attachment D – Overview of Parking Lot.

10. Exemptions

Exemptions to this policy may be permitted through Council resolution. Written requests for use of the facility for other purposes or at a reduced fee may be submitted to Council for consideration on an individual basis. The letter of request should be submitted to the Corporate Services Department at least one month prior to the requested booking date for inclusion on the next regular Council agenda.

The authority to grant exemptions may also be extended to the Chief Administrative Officer in the event that a Council meeting is not scheduled prior to the rental request.

**ATTACHMENT C
SCHEDULE OF FEES**

SPRINGWATER RECREATION FACILITIES		
Facility	Address & Features	Rates
Elmvale Arena - Ice	<ul style="list-style-type: none"> • 14 George St., Elmvale • ice time 	Minor - \$127
		Adult - \$166.41
Elmvale Arena – Springwater Room	<ul style="list-style-type: none"> • 14 George St., Elmvale • 2,500 sq. ft. • Elevator • kitchen with large pots, coffee urn, fridge, stove, no dishes 	Meeting - \$25/ hour
		Event with ice rental - \$78.75/ hour
		Alcohol event with ice rental - \$157.70/ hour
		Mon. to Thurs. - \$210
		Fri. to Sun. - \$288.75
		Minor Clients (no alcohol, no kitchen) - \$131.25
		Hourly (no alcohol, no kitchen) - \$26.25
Elmvale Community Centre	<ul style="list-style-type: none"> • 33 Queen St. W., Elmvale • 2,800 sq. ft. (main floor 42' x 82') vinyl floor • no PA system • kitchen with 3 urns, stove, sandwich bar, dishes, dishwasher • rectangle tables only (20 x 6' (seat 6), 10 x 8' (seat 8), 24 x 3'x3' card tables) 	Weekday for profit - \$275
		Weekday not-for-profit - \$150
		Fri. to Sun. - \$450 + \$200 security/cleaning/damage
Heritage Park, Elmvale	<ul style="list-style-type: none"> • Pavilion with serving kitchen, fridge, washrooms (no stove) • Amphitheatre, hydro (ie concert at pavilion) 	Pavilion Resident - \$50
		Pavilion Non-Resident - \$75
		Amphitheatre Resident - \$25
		Amphitheatre Non-Resident - \$35
		Hydro - \$10
Anten Mills Community Centre	<ul style="list-style-type: none"> • 3985 Horseshoe Valley Rd., Anten Mills • 750 sq. ft. • Wheelchair accessible • Kitchen, stove, fridge, (no dishwasher) • Hall, Edwards Outdoor Rink, playground, pavilion, baseball diamond 	Full day - \$180
		Funeral / shower / child birthday party - \$50
Grenfel Community	<ul style="list-style-type: none"> • 1989 Sunnidale Rd., Grenfel • 2,947 sq. ft. 	Afternoon / Evening on Mon. to Thurs. - \$60

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Centre	<ul style="list-style-type: none"> • Not accessible • Kitchen with fridge, stove, dishes • Contact Grenfel Hall Board (Anita Moore, (705) 733-5277) 	Morning / Afternoon / Evening Fri. to Sun. - \$100
		Fri. to Sun. with Alcohol - \$200 + \$50 damage deposit
Hillsdale Community Centre	<ul style="list-style-type: none"> • 4517 Penetanguishene Rd., Hillsdale • 1,200 sq. ft. on main floor • Kitchen with fridge, stove, microwave and dishwasher 	Fri. to Sun. Hall - \$175 + \$100 Cleaning deposit
		Birthday / Shower (4 hour max) - \$95 + \$100 Cleaning deposit
		Meeting - \$35 + \$100 Cleaning deposit
Midhurst Community Centre	<ul style="list-style-type: none"> • 74 Doran Rd., Midhurst • 1,500 sq. ft. • Not accessible • Kitchen with fridge, stove, microwave, dishwasher • Contact Hall Board for rental (Carol Fleming (705) 722-8714) 	Hall - \$375 + \$200 deposit
Minesing Community Centre	<ul style="list-style-type: none"> • 2347 Ronald Rd., Minesing • 2,100 sq. ft. • Wheelchair accessible by ramp • Kitchen with fridge, 2 stoves, warming oven, dishes, freezer in bar, no dishwasher • Lower level – 4 lane bowling alley (not accessible) 	Hall - \$350 + \$150 security / cleaning / damage
		Bowling - \$100
		Pavilion - \$50
		Security / Cleaning Deposit - \$150
		Resident meeting - \$40
		Non-resident meeting - \$100
		Local youth sleep over (Guides and Scouts only) - \$150
		Non-local youth sleep over (Guides and Scouts only) Fri – Sat am - \$150
		Non-local youth sleep over (Guides and Scouts only) Sat. to Sun. am - \$350
Confirmation Deposit (required at time of booking)		\$100.00
Cancellation Fee with less than 2 business days notice		\$50.00
APPLICABLE GST (HST AFTER JULY 1, 2010) WILL BE ADDED TO ALL FEES.		

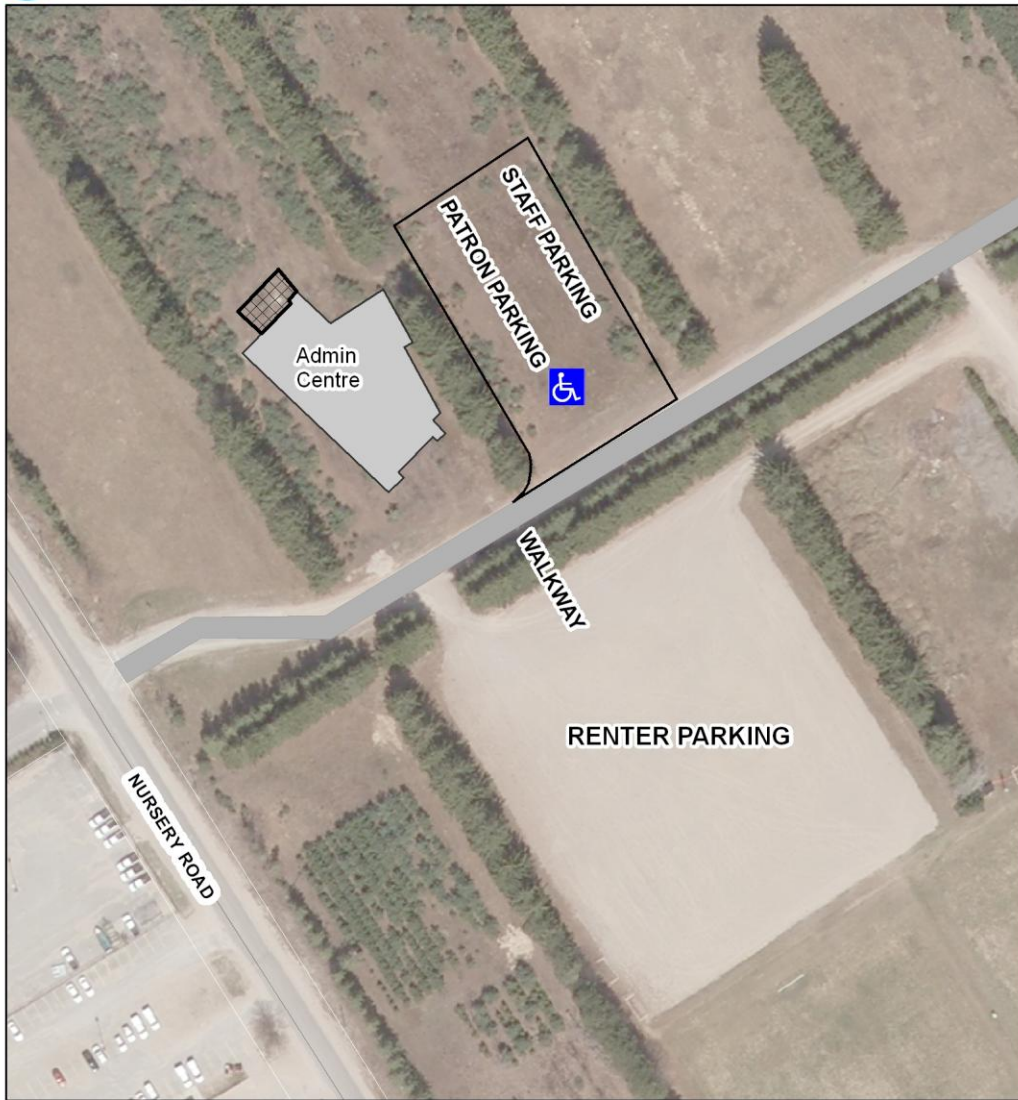
**SPRINGWATER TOWNSHIP ADMINISTRATION CENTRE
2231 NURSERY RD., MINESING
(ACCESSIBLE VENUE)**

Facility Space	For Profit		Not For Profit	
	Business Hours	After Hours	Business Hours	After Hours
Council Chamber	\$105	\$195	\$52.50	\$97.50
Council Chamber + Gallery	\$130	\$220	\$65	\$110
Boardroom	\$75	\$165	\$37.50	\$82.50
Committee Room	\$70	\$160	\$35	\$80


APPENDIX D
OVERVIEW OF ADMINISTRATION CENTRE PARKING LOT




Schedule 'D'



Legend

 Accessible Parking



0 12.5 25 50 Meters

Created by Laura Thompson
March 2010