



TOWN POLICY

POLICY NUMBER: 2303

REFERENCE:
Council 670.12.03

ADOPTED BY:
Town Council

PREPARED BY: Fire Department

DATE: 17 December 2003

TITLE: Fire Department Training Room Rental Policy

Page 1 of 3

Policy Statement

The Town of Strathmore will provide guidelines by which the Training Room at the Fire Hall can be rented for private use by an organization or individual.

1. **Definitions**

- 1.1 Council means the Council of the Town of Strathmore, in the Province of Alberta.
- 1.2 Renter means an individual or organization who is willing to pay the set rent for the Training Room.
- 1.3 Training Room means the training area in the Strathmore Fire Hall.

2. **Responsibility**

- 2.1 Fire Chief

2.1.1 To coordinate and oversee all procedures related to the Training Room as outlined in Appendix A and B.

2.1.2 To collect the rental fees and damage deposit, as outlined in the Training Room Rental Agreements.

2.1.3 To ensure the Training Room is in a clean & orderly state prior to rental period and after rental period.

2.1.4 To meet (or have his/her designate) with the renter.

2.2 Town Manager

2.2.1 To review and approve the conditions of the Fire Department Training Room Rental Policy.

2.2.2 To recommend and changes or amendments to the Fire Department Training Room Rental Policy.

2.3 Renters

2.3.1 To comply with the conditions outlined in the Fire Department Training Room Rental Agreement.

3. **Service Provided**

3.1 The Town of Strathmore will rent the Training Room facility at the Strathmore Fire Hall when not in use by the Fire Department.

3.2 If the renter is a government organization, the Fire Chief may waive the required damage deposit.

3.3 All deposits for the rentals of the Training Room must be paid 15 days prior to date of rental.

3.4 Refunds for cancellation 5 working days or less prior to the rental date will result in a \$25 non-refundable deposit. Refunds for cancellation of 6 days or more to the rental date will result in a full refund.

4. **End of Policy**

APPENDIX “A”

FIRE DEPARTMENT TRAINING ROOM RENTAL RATES

“All Rental Rates are Subject to GST”

	<u>Rental Rate</u>	<u>Damage Deposit</u>
<u>Training Room</u>	\$100.00/day	\$100.00

Equipment

- All Audio/Visual Equipment included with room rental.

APPENDIX "B"

**STRATHMORE FIRE DEPARTMENT
TRAINING ROOM RENTAL AGREEMENT**

This Agreement made this _____ day of _____, 20_____

Between:

**Town of Strathmore
680 Westchester Road
Strathmore, Alberta
T1P 1J1
(hereinafter called "the Town")**

AND

Name of Renter

Mailing Address

1) Contact Person: _____

Phone Number: _____

2) Contact Person: _____

Phone Number: _____

(hereinafter called “the Renter”)

FOR THE RENTAL:

Date of Rental: _____ Time In: _____ a.m./p.m.

Rental Cost: _____ Time Outs: _____ a.m./p.m.

Damage Deposit: \$ _____ Date Deposit Returned: _____

RENTAL CONDITIONS

The damage deposit confirms your booking and will be returned minus any deductions for damages, within 30 days from the rental or after all repairs caused during the rental have been completed, whichever is the latter. If charges exceed the damage deposit an invoice for the costs will be mailed to you. In addition, the following rules and regulations are to be followed prior to any deposit returns.

1. Chairs are to in a clean condition and neatly stacked along the wall.
2. All tables are to be wiped clean. Replacement costs for any tables scratched or damaged will be deducted from the damage deposit.
3. The Renter shall pick up any garbage on the floor. All garbage and bottles must be removed. The Renter agrees to leave the Training Room and washrooms clean.

4. The Renter will ensure proper use and care of all equipment.
5. The Town agrees to have the facility clean and orderly prior to the rental.
6. The Town will provide verbal notice to one of contact persons should the facility not be available as per the booking due to unforeseen circumstances.

Dated this _____ day of _____, 20 _____.

Renter 1) _____

(Signature)

(Print Name)

Renter 2) _____

(Signature)

(Print Name)

Town of Strathmore

Name of Function:
