



# TOWN POLICY

**POLICY NUMBER:** 7203

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**REFERENCE:**

Council 004.01.02  
Council 020.01.14

**ADOPTED BY:**

Town Council  
9 Jan 2002  
22 Jan 2014

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**PREPARED BY:** Community Services

**DATE:** January 9, 2002

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**TITLE:** Civic Centre Rental Policy

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**POLICY STATEMENT:**

The Town of Strathmore will provide guidelines by which the Civic Centre and Chuck Mercer Room can be rented 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 Community Kitchen means the small kitchen in the northwest corner of the Civic Centre.
- 1.3 Commercial Kitchen means the large kitchen shared with Golden Hills School Division via a "Joint Use Agreement".
- 1.4 Chuck Mercer Room means the meeting room next to the Agricultural Society Office.
- 1.5 Civic Centre Hall means the main hall that can be divided into three (3) separate rooms.
- 1.6 Agricultural Society Office means the office located next to the Chuck Mercer Room.
- 1.7 Renter means an individual or organization willing to pay the set rent for the Civic Centre, Chuck Mercer Room, Community Kitchen and/or the Commercial Kitchen.
- 1.8 Street means the public access way within the High School/Civic Centre Complex.

## **2. Responsibility**

### **2.1 Strathmore Family Centre Management Team**

- 2.1.1 To coordinate and oversee all procedures related to the Multi-Purpose Room, Chuck Mercer Room, and Community Kitchen, as outlined in Schedule A, B and C.
- 2.1.2 To collect the rental fees and damage deposits as outlined in the Town of Strathmore Fee Structure Bylaw.
- 2.1.3 To recommend any changes or amendments to the Civic Centre Rental Policy.
- 2.2.1 To ensure the Community Kitchen is in a clean and orderly state prior to the rental period and after the rental period.

### **2.2 Kitchen Supervisor**

- 2.2.1 At the discretion of the CAO this position can be a contracted position within the Family Centre/Civic Centre Team.
- 2.2.2 To meet (or have his or her designate) with the renter, to complete the inventory sheet prior to the rental, and after the rental prior to release of the damage deposit.

### **2.3 Renters**

- 2.3.1 To comply with conditions outlined in the Multi-Purpose Room, Chuck Mercer Room and Community Kitchen Rental Agreements, Schedule A, B & C.
- 2.3.2 All alcoholic beverage services must comply with Provincial Legislation Regulations.

## **3. Service Provided**

- 3.1 The Town of Strathmore will rent out the Commercial Kitchen, Community Kitchen, Multi-Purpose Room and the Chuck Mercer Room.
- 3.2 If the Renter is the same individual renting the Multi-Purpose Room and the Commercial or Community Kitchen, only one Damage Deposit is required to be paid, that being the greater of the two.
- 3.3 At the time of booking 50% of the damage deposit must be paid and is non-refundable. Remaining 50% of the damage deposit is due 2 months prior to event. The balance of the rental fee is due 1 month prior to the event.
- 3.4 Rentals of the Chuck Mercer room that are cancelled 10 working days or less prior to the rental date will result in a \$50.00 non-refundable deposit. Rentals cancelled 11 days or more prior to the rental date, will result in a full refund.
- 3.5 Refunds for the Civic Centre Hall rental will only be given if the hall can be rented out in place of the cancelled event.

- 3.6 Due to the limited storage space, renters and community groups will not be allowed to store their items permanently on site.
- 3.7 The Town of Strathmore must approve the usage of the Commercial Kitchen, Community Kitchen, Multi-Purpose Room and the Chuck Mercer Room.

#### **4. Lions Club**

- 4.1 In recognition of the financial contribution by the Lions Club to the Building, Council has by Resolution # 281.06.00, June 7, 2000, named the Meeting Room "Chuck Mercer Room". This room will be used by the Lions Club at no charge.
- 4.2 The Lions Club will have to book the Chuck Mercer room when they wish to use the room for dates other than their regular monthly meeting date.
- 4.3 The Lions Club will be the only Club allowed to display their awards and plaques on the walls within the Chuck Mercer Room.
- 4.4 If the Lions Club wishes to rent the Multi-Purpose Room, they may do so at the current rental rate.
- 4.5 The Town will furnish the Chuck Mercer Room with tables and chairs.
- 4.6 The Lions Club will be issued two (2) keys to the Civic Centre Building and two (2) keys for the Chuck Mercer Room. These keys will not be duplicated.

#### **5. Agricultural Society**

- 5.1 The Agricultural Society's Office is located next to the Chuck Mercer Room. In recognition of the contribution of the Agricultural Society to the Building, the Agricultural Society will use this space as their office at no charge, as per the Letter of Intent dated February 10, 1999.
- 5.2 When needed and available the Agricultural Society may book the Chuck Mercer Room at no charge. The current rental rate will be applied if the Agricultural Society should use any other part of the Civic Centre including the Commercial or Community Kitchen.
- 5.3 The only utility the Agricultural Society will be responsible for will be electrical costs. This cost will be billed to the Agricultural Society from the Town.
- 5.4 The Agricultural Society will not pay rent on the Civic Centre Building during the August Heritage Days weekend, but will be responsible for the operating costs, as per the Letter of Intent dated February 10, 1999.
- 5.5 The Agricultural Society will be responsible for cleaning and maintenance of their office.
- 5.6 The Agricultural Society will be responsible for their telephone costs plus any costs outside normal operations, as per the Letter of Intent dated February 10, 1999.

5.7 The Town will contact the Society prior to May 31<sup>st</sup> of each year to verify the usage of the Civic Centre for Heritage Days. Should the Agricultural Society not need the Civic Centre that weekend, the space may be booked to another user, as per the Letter of Intent dated February 10, 1999.

6. **End Policy**

**SCHEDULE "A"**

**STRATHMORE CIVIC CENTRE  
MULTI-PURPOSE 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 OF:**

_____	1/3 of the Multi-Purpose Room with Community Kitchen
_____	1/3 of the Multi-Purpose Room with No Kitchen
_____	1/3 of the Multi-Purpose Room Hourly Rate
_____	2/3 of the Multi-Purpose Room with Community Kitchen
_____	2/3 of the Multi-Purpose Room with No Kitchen
_____	2/3 of the Multi-Purpose Room Hourly Rate
_____	Entire Multi-Purpose Room with Community Kitchen
_____	Entire Multi-Purpose Room with No Kitchen
_____	Entire Multi-Purpose Room Hourly Rate

Date of Rental:	_____	Time In:	_____	a.m./p.m.
Rental Cost:	_____	Time Outs:	_____	a.m./p.m.
Damage Deposit:	\$ _____	Date Deposit Returned:	_____	

**Equipment Required:**

Overhead Projector	_____	Yes	_____	No	Rental Cost: \$ _____
Flip Chart Paper	_____	Yes	_____	No	Rental Cost: \$ _____

**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 amount an invoice 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 be in a clean condition and neatly stacked five (5) chairs high along the north wall.
2. All tables are to be wiped clean and carefully returned to the table dollies. Replacement costs for any tables scratched or damaged will be deducted from the damage deposit.

3. The Renter shall mop up any spills. All garbage, bottles and decorations must be removed from the building and placed in the dumpster behind the building. Mops and brooms to be cleaned and will be left in the Community Kitchen for your convenience.
4. The use of confetti or confetti type materials will not be permitted in the building.
5. All dishes must be washed clean and returned to the Community Kitchen.
6. All functions must be cleared out of the building by the agreed time specified above. Rentals may not exceed 2:00 a.m. If the Renter's function is not vacated by the agreed time specified a \$50.00 per hour fee will be deducted from the deposit.
7. The Town will clean up after the event for a Cleaning Charge of \$200.00 over and above the rental costs. Do you want this service \_\_\_\_\_ Yes \_\_\_\_\_ No. If the function is not cleared out by the agreed time, and you agreed to have the Town clean up a \$50.00 per hour fee will be deducted from the deposit. This additional fee is over and above the Cleaning Charge. Do you understand the additional fee that may be incurred if your function is not out of the building by the agreed time? \_\_\_\_\_ Yes (Please initial)
8. The Renter will meet with the Scheduling Coordinator to view the facility and content prior to the rental date.
9. The Renter will sign the Inventory List requesting a specified number of dishes and flatware, and agrees to pay for all damaged or loss of inventory, at the replacement cost listed on the Inventory List, plus an Administrative fee.
10. The Renter will ensure proper use and care of all equipment.
11. The Renter agrees to leave the Multi-Purpose Room, Community Kitchen, Public Washrooms and Street clean.
12. The Town agrees to have the facility clean and orderly prior to the rental.
13. The Town will have the facility ready for inspection of inventory count, condition of Community Kitchen and directions on how to operate the equipment on \_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Time)
14. The Town will provide verbal notice to one of the contact persons should the facility not be available as per the booking due to unforeseen circumstances.
15. The Town will provide garage bags and cleaning supplies, excluding towels and dish clothes.

16. The Town will meet with the Renter on \_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Time)

to inspect the facility after clean-up has been completed, and to complete the Inventory List and initiate the process for Damage Deposit return.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**Renter 1)** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

**Renter 2)** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

**Town of Strathmore**

\_\_\_\_\_

**Name of Function:** \_\_\_\_\_



**SCHEDULE "B"**

**STRATHMORE CIVIC CENTRE  
CHUCK MERCER 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: \_\_\_\_\_

**Equipment Required:**

Overhead Projector \_\_\_\_\_ Yes \_\_\_\_\_ No Rental Cost: \$ \_\_\_\_\_  
Flip Chart Paper \_\_\_\_\_ Yes \_\_\_\_\_ No Rental Cost: \$ \_\_\_\_\_

**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 five (5) chairs high 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, bottles and decorations must be removed from the building and placed in the dumpster behind the building. A carpet sweeper will be left in the room for your convenience.
4. The use of confetti or confetti type materials will not be permitted in the building.
5. All functions must be cleared out of the building by the agreed time specified above. Rentals may not exceed 2:00 a.m. If the Renter's function is not vacated by the agreed time specified, a \$50.00 per hour fee will be deducted from the deposit.
6. The Town will clean up after the event for a Cleaning Charge of \$100.00 over and above the rental costs. Do you want this service \_\_\_\_\_ Yes \_\_\_\_\_ No. If the function is not cleared out by the agreed time, a \$50.00 per hour fee will be deducted from the deposit. This additional fee is over and above the Cleaning Charge. Do you understand the additional fee that may be incurred if your function is not out of the building by the agreed time? \_\_\_\_\_ Yes (Please initial)

7. The Renter will meet with the Scheduling Coordinator to view the facility and content prior to the rental date.
8. The Renter will ensure proper use and care of all equipment.
9. The Renter agrees to leave the Chuck Mercer Room, Public Washrooms and Street clean.
10. The Town agrees to have the facility clean and orderly prior to the rental.
11. The Town will have the facility ready for inspection on \_\_\_\_\_  
(Date)  
 at \_\_\_\_\_.  
(Time)
12. 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.
13. The Town will meet with the Renter on \_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Time)  
 to inspect the facility after clean-up has been completed and initiate the process for Damage Deposit return.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**Renter 1)** \_\_\_\_\_  
(Signature)  
 \_\_\_\_\_  
(Print Name)

**Renter 2)** \_\_\_\_\_  
(Signature)  
 \_\_\_\_\_  
(Print Name)

**Town of Strathmore**  
 \_\_\_\_\_

**Name of Function:** \_\_\_\_\_