



TOWN POLICY

POLICY NUMBER: 7602

REFERENCE:
Council 254.07.08

ADOPTED BY:
Town Council

PREPARED BY: Parks

DATE: 2 July 2008

TITLE: Picnic Table Rental, Barricade Use & Electrical Connection Policy

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Policy Statement

The Town of Strathmore will endeavor to provide services to the public by providing electrical connections, rental of picnic tables and the use of barricades for public use in the Town's parks, Block Parties and other events.

1. **Definitions**

1.1 **CAO** means the Chief Administrative Officer of the Town of Strathmore as appointed by Council.

1.2 **Council** means the Council of the Town of Strathmore, in the Province of Alberta

1.3 **Electrical Connection** means allowing access to those requiring power in Kinsmen Park.

1.4 **Office Hours** shall mean the hours between 8:30 a.m. and 4:30 p.m. Monday to Friday, except Statutory Holidays.

2. **Responsibility**

2.1 Council

2.1.1 To approve this policy and to provide direction to the CAO for changes to it.

2.2.1 To make recommendations to Council regarding this policy and to approve any subsequent procedures to the policy.

2.3 Director of Engineering & Infrastructure

2.3.1 To implement this policy and provide direction to staff when necessary.

3. **General Rules & Regulations**

3.1 Tables and barricades will only be rented/used for events within the Town of Strathmore.

3.2 Table rentals, electrical connection and the use of barricades will be made on a first-come, first served basis.

3.3 The Town further reserves the right to refuse use if, in the judgment of the Director of Engineering & Operations, or his designate, such use is likely to unreasonably jeopardize persons or property.

3.4 Requests for electrical connection and the use of barricades must be made directly with Public Works Lead Hand.

3.5 Table rental requests must be made directly with the Parks Manager.

3.6 The Table Rental, Barricade & Electrical Connection Application, Procedure #7602-01, must be completed for all rentals/use of tables, barricades or requests for electrical connection and accompanied by the stated fee at least 7 days in advance of the event.

3.7. Tables and barricades must be picked up and dropped off by the user/user group during office hours, directly from the Public Works Department. The Town of Strathmore will not deliver or pickup these items.

4. Electrical Connection

4.1 Electrical connection can be provided only at Kinsman Park for groups and individuals.

4.2. Electrical adapters are not included and the use of the electrical connection is entirely the responsibility of the user/user groups.

5. Equipment

5.1 The User/User group is responsible for pick up and return of tables and barricades.

5.2 Tables must be returned cleaned and in good repair or a repair/replacement fee will be charged. This charge will be at the sole discretion of the Director of Engineering & Operations or his designate.

5.3 Barricades must be returned in good order

6. Fees and Deposits

6.1 Fees shall be as follows:

| | |
|--|----------|
| Picnic Table Rentals | \$ 50.00 |
| Electrical Connection | \$100.00 |
| Barricades | \$ 20.00 |
| Picnic Table Repair/Replacement Fee for Damage | \$100.00 |

6.2 Fees shall be paid prior to the equipment being picked up by cash, cheque, interact, Visa or Mastercard.

7. End of Policy