



Policy Title: City Hall Rental Space Policy Policy No.: 123

Date Approved: 2019-08-20 Policy Type: Administration

1. Policy Statement

The purpose of this policy is to establish guidelines and procedures for booking meeting rooms/spaces at the City of Chestermere Municipal Office.

2. Definitions

In this policy,

- (a) “City” means the City of Chestermere;
- (b) “Day-Time Business Hours” means those hours that City Hall is open to the public, which is between Monday and Friday during the hours between 8:30 a.m. and 4:30 p.m., and excludes statutory holidays;
- (c) “Normal Operations of City Hall” means activities that directly relate to the advancement or achievement of the City’s goals and objectives;
- (d) “Not-for-Profit Organization” means a group which is organized for the purpose of social, charitable, educational, athletic, literary, or other such activities and is prohibited from paying dividends to its members;
- (e) “Renter” means the individual or organization responsible for the booking of a rental space;
- (f) “City Staff” means employees of the City of Chestermere.

3. Policy

- (a) When not in use by City Staff or Council, the following rooms and spaces and may be booked by Not-for-Profit Organizations or Committees/Boards of the City:

Room #	Room Name	Room Size
Foyer	Reception Open Area (Foyer)	1000 sq. ft.
201	Lighthouse Atrium	492 sq. ft.
229	Marina Room	135 sq. ft.
230	West Wing Meeting Room	490 sq. ft.
239	Innovation Room	360 sq. ft.

- (b) Not-for-Profit Organizations are not permitted to book the Council Chambers given the need to ensure that this space is available and properly set up for Council at all times. City Committees and Boards may book the Council Chambers so long as a City Staff member or Councillor is present and accepts responsibility for the group.
- (c) A City Staff member must be present at City Hall for the duration of any function taking place in rental rooms/spaces.
- (d) Rental fees shall apply to bookings scheduled outside of Day-Time Business Hours. Available times for after-hour bookings are between 6:00 p.m. and 9:00 p.m. The meeting rooms/spaces indicated in 3(a) shall be rented out at the following after-hour fee rates for Not-for-Profit Organizations:

Hourly Rate	\$30
Daily Rate	\$90

4. Booking Procedure

- (a) All Renters must complete a City Hall Rental Space Application.
- (b) City Staff shall be responsible for the administration of room/space bookings. Staff will review each application and have the sole discretion to approve or reject bookings based on suitability and capacity. The interested Renter will be notified of the decision and any applicable fees required to complete the booking.
- (c) All rooms/spaces must be booked at least seven (7) business days prior to the desired meeting date. The Renter shall notify the City of any cancellation at least three (3) business days prior to the scheduled meeting date.
- (d) Renters cannot request weekend meeting dates.

5. Occupancy Limits

- (a) Meeting rooms/spaces have maximum occupancy limits based on the type of use and furniture layout. Fire and Building Codes determine these occupancies. The Renter must specify the number of people anticipated in the room on their City Hall Rental Space Application Form.

6. Damages and Liability

- (a) Any individual, group, or organization renting City Hall meeting rooms/spaces shall be held responsible for willful or accidental damage to the building or equipment caused by the group, its members, or those attending its program. Individuals or groups shall be charged for any damage to the room, furniture, or equipment. The

City is neither responsible nor liable for the theft, loss, or damage to personal property during the rental.

7. Authority of the City

- (a) Council business and City operations take precedence over all bookings. The City has the authority to cancel any bookings.
- (b) The City has the authority to remove or have removed any persons from the facility if policies are not followed or the facility is not being used for the purpose for which it was intended.
- (c) The City shall, at its discretion, provide equipment such as an overhead projector, sound system, and audio/visual equipment, conditional to an experienced technician operating said equipment.
- (d) The City has the authority to deny the use of any and all meeting rooms/spaces to any persons or groups.

8. Responsibilities of the Renter

- (a) The Renter shall comply with all provisions of this policy. Any conduct which does not strictly adhere to this policy shall constitute grounds to immediately terminate current and future use of the building for that individual or group.
- (b) The Renter must use the facility for the purpose for which it is intended.
- (c) No smoking or alcohol is permitted in the building.
- (d) The Renter shall be responsible for returning the site and any City equipment used to its original and clean condition.
- (e) City tables, chairs, and other equipment are not to be taken from the building for any reason.
- (f) In order to ensure safety and security, the Renter is requested to use the north entrance, and the door must be secure at all times. The Renter shall be responsible for ensuring that only members of their group enter the building.
- (g) Main entrance doors shall not be propped open.
- (h) The Renter shall remove all signs posted on the exterior/interior of City Hall immediately after the booking.
- (i) The Renter agrees that no other rooms or spaces of City Hall are to be used unless requested and approved by the City.

- (j) The Renter agrees to vacate the premises within fifteen (15) minutes of the conclusion of function for which the room/space is being rented out.

9. Responsibilities of City Staff

City Staff shall be responsible to:

- (a) Ensure that Renters abide by all provisions of this policy;
- (b) Book rooms/spaces and confirm dates and times;
- (c) Ensure that meeting rooms/spaces are in a clean and presentable condition prior to and following any schedule meeting or event;
- (d) Ensure the building is secure after the Renter and their associated group exits the premises;
- (e) Ensure they are the last person to exit the building following the conclusion of any function being held.

Approved by:

Mayor

CAO

Revision History *(completed by Legislative Services)*

Policy Title	Date Approved	Resolution No.
Town Hall Rental Space	2011-12-05	
Town Hall Rental Space	2008-06-16	



CHESTERMERE

CITY HALL RENTAL SPACE APPLICATION FORM

Organization Name: _____ Applicant Name: _____

Address: _____

Phone: _____ E-mail: _____

Room Requested:	Innovation Room Lighthouse Atrium Marina Room	West Wing Foyer Any Room
-----------------	---	--------------------------------

Date Requested: _____ End Date: _____

Estimated attendance: _____ Booking Start Time: _____ Booking End Time: _____

Is this a recurring booking? No Yes (Please specify):

I accept the terms and conditions as per *City Hall Rental Space Policy 123*

Signature: _____ Date: _____

This personal information is being collected for activities related to City services, and as such is deemed to be an activity of the City of Chestermere. The personal information is collected under the authority of Section 33(1)c of the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose identified. If you have any questions or concerns about the collection or use of information you may contact the FOIP Coordinator at (403) 207-7050, City Hall, 105 Marina Road, Chestermere, AB T1X 1V7.

Complete, sign, and submit this form:

- **E-mail:** info@chestermere.ca
- **In person:** Monday-Friday, 8:30 a.m.-4:30 p.m. City Hall, 105 Marina Road, Chestermere, AB T1X 1V7

FOR OFFICE USE ONLY

Date Application Received: _____ Staff Name: _____

Approved or Denied: _____ Reason for Denial: _____

Fee Amount Required: _____

Staff Signature: _____ Date: _____

