

POLICY NAME:	Memorial Hall Use
POLICY NUMBER:	1.18
APPROVING AUTHORITY:	<input checked="" type="checkbox"/> Legislative (Council Approved) <input type="checkbox"/> Administrative (CAO Approved)
DATE ADOPTED:	August 13, 2012
LAST AMENDED:	May 5, 2025

PURPOSE

To establish procedures for the rental of Memorial Hall (the Hall).

POLICY

1. Booking Procedures:

- (a) All booking requests must be made through the Village Office by completing a Memorial Hall Rental Application Form.
- (b) Tentative bookings may be made by telephone or email, but written confirmation complete with booking deposit must be received by the Village Office within two weeks of the tentative booking being made or the tentative booking will be cancelled.
- (c) Set up and clean up times are included in the allotted rental time. Any additional time will be charged at the appropriate hourly rate.

2. Rental rates are outlined in the Village's Miscellaneous Fee Bylaw No. 1049, 2014 as amended from time to time.

3. Booking Deposit

- (a) A booking deposit of one day's rental (or the full fee for an hourly rental) shall be paid at the time of booking. The booking deposit will become part of the rental fee.
- (b) The booking deposit will be entirely forfeited where a booking is cancelled by the renters within 14 days of the date booked.

4. Damage Deposit

- (a) A damage deposit as specified by Miscellaneous Fee Bylaw No. 1049, 2014 as amended from time to time must be paid at least two weeks prior to the scheduled event.
- (b) The damage deposit will be completely forfeited if paper confetti, glitter, or rice is used in or around the Hall.

- (c) Where post-use clean-up has not been completed as required, an amount equal to the costs to perform the clean-up, including an administrative overhead fee of 15% shall be deducted from the deposit. If the cleanup cost exceeds the amount of the damage deposit an invoice will be generated to recover the balance.

5. Keys

- (a) The balance of any funds due must be paid to the Village before any keys will be issued.
- (b) All keys are the property of the Village and any duplication of keys by any renter(s) will result in an automatic forfeiture of the damage deposit and loss of future booking privileges of that individual or group.
- (c) The damage deposit will be entirely forfeited if the keys are not returned to the Village Office.

6. Hourly Rentals (Monday through Friday only):

- (a) Keys are available from the Village office for pick-up within 1 hour prior to rental time.
- (b) Keys are to be returned to the Village Office within 1 hour after the rental time has expired.

7. Weekday Rentals (Monday through Thursday):

- (a) Keys are available from the Village Office for pick-up after 8:00 a.m. on the day of the event.
- (b) Keys may be returned via mail drop at the Village Office and shall be returned prior to 8:00 a.m. of the day following the booked rental time.

8. Weekend Rentals (Saturday or Sunday):

- (a) Saturday Rental: Keys are available for pickup from the Village Office at 4:00p.m. on the Friday prior to the event, as a courtesy. If the renter requires use of the hall on Friday evening the corresponding hourly rate will be charged;
- (b) Sunday Rental: Keys will be available for pick up from Village staff on duty at 8:00 a.m. on the day of the event unless a mutually agreed time after 8:00 a.m. has been arranged.
- (c) Keys may be returned via mail drop at the Village Office and must be returned by 8:00 a.m. of the day following the booked rental time.

9. **Post-Use Procedures:** It is the responsibility of the user to leave the hall clean and tidy. Clean up shall be completed immediately following the event and within the time for which the hall is booked. The Memorial Hall Post Use Procedures document outlines the requirements that must be completed. Following each use, the hall will be inspected by Village staff to ensure that both it and the contents have been left clean and in good order. The results of the inspection will be submitted directly to the Village Office and will be a pre-condition to the return of the damage deposit.
10. **Damage:** Any damage to the Hall must be repaired or reported to the Village Office
11. **Miscellaneous**
- (a) All the equipment provided for cleaning the hall can be found in the Janitorial Supplies closet and shall be returned after use.
 - (b) Only 3M pull-away tab or tape may be used to affix items to the walls. Items cannot be affixed to the walls by any means that would puncture the surface of the wall.

RECORD OF AMENDMENTS	
DATE AMENDED	SUMMARY OF AMENDMENTS
May 5, 2025	Update to coincide with current organizational capacities, simplify post-use procedures and added post-use checklist reference