



Town of Whitby Policy

Policy Title:	Facility Rental – Community Centres
Policy Number:	OPS 210
Reference:	Council Resolution #31-11
Date Originated:	February 8, 2011
Date Revised:	Not applicable
Review Date:	As required
Approval:	Council
Point of Contact:	Community Services

Policy Statement

The Corporation of the Town of Whitby has a number of community centres and meeting rooms and halls within community centres that are rented to the general public to host events, activities and functions. It is necessary to have a policy and procedure in place to manage the booking and rental processes for these municipal facilities.

Purpose

The purpose of the policy is to:

- Provide guidelines on the rental approach for municipally owned community centres and meeting rooms and halls contained within municipal community centres.
- Ensure there is a procedure in place for Council at their sole discretion to address requests from the public, community based organizations and business regarding the rental of community centres or meeting rooms and/or halls within Town community centres.

Scope

This policy applies to all municipally owned community centres, including those managed by the Town of Whitby and those managed by an appointed Committee or Board of Council.

This policy applies to all Whitby or non-Whitby based residents, community groups and organizations, businesses/enterprises that rent a Town community centre or meeting room/hall within a Town community centre for an event, activity or function.

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1 Procedure

- 1.1** Rentals of community centres managed by the Town can be booked on-line, by telephone or in person, 7 days a week. Rentals for community centres are coordinated through the Facilities section office at the Iroquois Park Sports Centre. Rentals for community centres operated by a Committee or Board of Council are coordinated through that appointed Committee or Board.
- 1.2** Facilities are rented at the approved rates that are set annually by Council. Council establishes a three tier rate system for community centres as follows; Resident Rate; Non-resident Rate; Community Group Rate.
- 1.3** There is no fee administered for a facility, meeting room or hall rented by a municipal department used to conduct municipal business or to run a municipal event, activity or function.
- 1.4** Rentals can be made up to 2 years in advance. The rental party must sign a Town of Whitby facility permit for the space, which includes defining the activity, event or function that the space being rented will be used for.
- 1.5** A rental for any facility must accompany a deposit of 30% of the rental fee and is refundable provided that written notice of cancellation is received prior to 90 days before the date of the event. Failure to give notice of cancellation prior to 90 days results in the forfeiture of the deposit fee. There will be an administration fee when a refund is requested. Full payment of the balance owing is due 4 weeks prior to the date of the event. Cancellations and requests for refunds within the 4 week period prior to the event are not accepted.
- 1.6** Payment options include cash, major credit cards, debit and cheque.
- 1.7** The Town will permit qualified caterers to provide food and beverage services to clients renting specific Town facilities for functions and events, as per the Town's policy and procedures regarding Catering in Municipal Banquet Facilities.
- 1.8** For any social function where alcohol will be served a Special Occasion Permit (SOP) issued by the Alcohol and Gaming Commission of Ontario (AGCO) is required prior to the event. A copy of the SOP must be provided to the Town of Whitby prior to the event. For licensed events, the rental party must provide SmartServe trained bartenders. A copy of the certificate(s) must be provided to the Town of Whitby prior to the event. If the permit holder does not have these in place prior to the event, then the permit holder must engage the services of an approved caterer (as per the Town's policy regarding Catering in Municipal Banquet Facilities), or no alcohol will be permitted to be served at the function. If the permit holder wishes to cancel the event, then the cancellation terms as identified above will be in effect. The procedures regarding the serving of liquor also apply at community centres operated by an outside appointed Committee or Board of Council.

- 1.9** If music (other than original music by a live performer) is played at the event, activity or function during the rental, then the Town of Whitby is required to collect and remit a SOCAN (Society of Composers, Authors, and Music Publishers of Canada) fee. This tariff is added to the permit holder's final fee. This procedure regarding SOCAN fees also applies to community centres operated by an outside appointed Committee or Board of Council.
- 1.10** The Town of Whitby is not liable for any damage to or loss of any property brought into the facility. The Town encourages all rental parties/permit holders to acquire adequate contents and liability insurance.

2 Responsibilities

- 2.1** It is the responsibility of all staff who administers the rental of community centres and meeting rooms/halls within community rooms to abide by the policy and procedures outlined herein. It is also the responsibility of all Committees or Boards of Council to adhere to the policy and procedures regarding LCBO licensing and SmartServe described herein.
- 2.2** Council in its sole discretion can choose to give consideration to any person, group or organization (private or not-for-profit) with requests that go beyond the scope of the policy.

3 References and Related Documents

- MS 180 Catering in Municipal Banquet Facilities

This Policy is hereby approved by Council Resolution #31-11 on this 8th day of February, 2011.