



Town of Whitby Policy

Policy Title:	Use of Municipal Parks and Recreation Buildings and Lands by Volunteer Sports and Recreation Groups as Offices, Storage Areas and Meeting Areas
Policy Number:	OPS 150
Reference:	Council Resolution #1463-88
Date Originated:	September 26, 1988
Date Revised:	Not applicable
Review Date:	As required
Approval:	Council
Point of Contact:	Community Services

Policy Statement

The Parks and Recreation Department must operate on the premise that all building and lands managed by the Department be monitored and controlled by Municipal staff in the interest of the community at large.

The following principles are fundamental in the application of the policies and procedures being implemented:

- a) The principle that volunteer community groups using Municipal Parks and Recreation facilities and lands have equal opportunity to take advantage of any available authorized Municipal space for the purpose of storage, offices and meeting rooms.
- b) The principle that any available space in Municipal Parks and Recreation building or Municipal parkland for purpose of storage, offices, etc., must remain public by the very nature of its ownership. The use of public buildings or lands as “private domains” is not acceptable without the consent of Municipality and a special use agreement being prepared between the Municipality and the user.
- c) The Municipality has the legal obligation to control and monitor the use of public buildings and ensure at all times that Fire Department, Health Department and Employee Health and Safety regulations are maintained at the highest standards.

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1 General Regulations and Conditions

- 1.1** That buildings and lands designated as available space for the use of volunteer community sports and recreation groups must be governed by a formal Municipal facility permit which is renewable annually at the pleasure of the Municipality.
- 1.2** That the Municipality monitor and maintain complete control over the use of any space permitted to community groups. All facility permits governing such areas must indicate the specific intended use of the area and the types of items to be stored, etc. Any equipment, items, materials, etc., deemed to be offensive, dangerous, toxic in nature, or not directly related to/or required for sports/recreational activity will be removed from Municipal property at the discretion of the Municipality.
- 1.3** That the Municipality's security lock system be maintained at all times to permit easy access by Municipal staff to monitor and control areas permitted to community groups.
- 1.4** That, at the discretion of the Parks and Recreation Department, access to community space may be restricted to unauthorized individuals. Authorized individuals will be named on the facility permit.
- 1.5** That the Municipality, at its discretion, may refuse the renewal of any facility permit where the community group has failed to meet the regulation and conditions after receipt of written notice related to the use of Municipal space.
- 1.6** That, at the discretion of the Municipality, seven (7) days notice may be given to a facility permit holder to remove items or clean up areas. The Municipality may carry out such work or actions at a cost to the permit holder.
- 1.7** That the facility permit holder be accountable for the cost of repairs where it is determined by the Municipality that walls doors, ceilings, etc., have been defaced, altered, or tampered with, etc., by the participants covered under the permit.
- 1.8** That the Municipality may set a user fee for the use of Municipal space at its discretion.
- 1.9** That an appeal may be presented to the Parks and Recreation Director by letter if at any time a permit is refused or not renewed.

2 Historical Recognition of the Use of Municipal Parks and Recreation Buildings and Lands by Volunteer Community Sports and Recreation Groups

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- 2.1** The Municipality will recognize that where space remains available for community use in Municipal buildings, existing users of such space may maintain it under the following conditions:
- 2.2** That the Municipality, at its discretion in the future, may redevelop any existing community space in Municipal buildings or on Municipal lands. The redevelopment work may be for Municipal purposes or to better serve the needs of a variety of groups.
- 2.3** That where the Municipality wishes to redevelop existing dedicated community space and the user contributed financially to its initial development, the Municipality will reimburse such groups for the original out-of-pocket expenses. The out-of-pocket expense will not include interest on such funds which may have been contributed.

This Policy is hereby approved by Council Resolution #1463-88 on this 26th day of September, 1988.