



**CORPORATE POLICY MANUAL**

Section:	Buildings, Facilities and Properties	2
Sub-Section:	Building and Room Bookings (by name of room, building and date)	0755
Title:	USE OF MUNICIPAL HALL MEETING ROOMS BY COMMUNITY GROUPS AND OTHER ORGANIZATIONS	1

**POLICY**

**Requests by community groups to use meeting rooms at the Municipal Hall shall be granted free of charge providing that**

- a) a suitable meeting room is available, and
- b) evening meetings coincide with meetings of Council or Council’s advisory committees in other rooms but on the same evening where security services have been arranged.

**Where b) above does not apply, or where the request for facility use is by a group other than a community group, a rental charge sufficient to cover costs will be applied.**

**Facility use by groups other than community groups, or use of the Council Chamber may be approved at the discretion of the Municipal Clerk or the Manager - Regulatory Services and a rental charge sufficient to cover costs will be applied. No food or drink is permitted in the Council Chamber.**

**REASON FOR POLICY**

Community groups and other organizations have requested use of District Hall meeting rooms. An administrative policy is required to guide decision making on granting facility usage without incurring cost while ensuring the meeting rooms are available for Council and other municipal meetings and events.

**PROCEDURE**

1. The facilities booking coordinator will check to ensure that on the date and time usage is requested a suitable room is available and the commissionaire is scheduled to provide security. If the commissionaire is not already scheduled, the facilities booking coordinator will advise the community group that a rental charge for security plus potential clean up costs, payable in advance, will apply. This charge is based on the actual hourly rate paid to the BC Corps of Commissionaires. An equipment security deposit, payable in advance, may also be charged.
2. User groups are responsible for set up and clean up and are responsible for costs of any damage.
3. Only Committee Rooms A and B and the Council Chamber will be available for use and generally only during evening hours or weekends.
4. The District reserves the right to withdraw approval, cancel or reschedule meetings with little notice.
5. The serving of alcoholic beverages is not permitted in the Municipal Hall, unless, for exceptional circumstances, prior approval has been granted by the Chief Administrative Officer and all requirements of the Liquor Control & Licencing Branch have been met.

Approval Date:	January 15, 1996	Meeting Type:	Executive Committee
1. Amendment Date:		Meeting Type:	
2. Amendment Date:		Meeting Type:	
3. Amendment Date:		Meeting Type:	