

**VILLAGE OF RADIUM HOT SPRINGS**  
**Facility Rental Rates and Policy**

**Policy Purpose:**

The Village of Radium Hot Springs owns and manages a number of facilities which are available to meet the educational, recreational, and social needs of the community. The purpose of this policy is to:

- promote a safe, and enjoyable environment for those who use these facilities;
- provide clear guidelines to renters on the rules of renting these facilities;
- protect Village assets, including buildings, equipment and property, and;
- ensure that rentals are provided fairly and consistently.

**Definitions:**

*“Charity”* means an organization with charitable status designated by the Canada Revenue Service.

*“Commercial use”* means an activity intended to generate profits for business or private purposes.

*“For-profit organization”* means an incorporated or unincorporated business entity or individual which returns a profit to its owners.

*“Fundraising event”* means an activity intended to solicit voluntary donations for a humanitarian, disaster relief, or community benefit purpose.

*“Non-profit organization”* means an incorporated or unincorporated organization that uses surplus revenues to achieve its goals rather than distributing them as profit or dividends.

*“Private”* means carried on by an individual for their exclusive use.

*“Village”* means the Village of Radium Hot Springs.

**General:**

1. All users will complete and sign the Facilities Rental Agreement form and provide the rental fee, maintenance/security deposit, proof of insurance and any other necessary documentation two weeks prior to the date of the event. (Insurance is offered thru the Village of Radium Hot Springs)
2. A maintenance/security deposit of \$100 (except for the Community Hall, in which case the security deposit is \$250), in addition to the rental fee, will be required for all bookings, and may be refunded if no additional maintenance is required. In case of cancellation, one week’s notice must be given or the deposit is non-refundable.
3. The Village will not be responsible, for personal injury or damage, for loss, damage or theft of clothing, materials and/or equipment on the premises. The renter shall indemnify and save harmless the Village and provide if not purchased thru the Village evidence of insurance to a minimum of \$1,000,000 liability coverage which will show the Village on the insurance policy as an additional insured for the purpose of the event.
4. The Village does not provide facility opening and closing services. As such, the renter will be responsible to obtain keys, entry codes and access instructions during normal Village office hours. Instructions for use of equipment at the concession booth shall be by appointment arranged at least one week prior to the event.

5. It is the responsibility of the renter to obtain and set-up any needed materials and/or equipment. Items for decoration may be displayed windows, and tables. Wall decorations are not permitted.
6. Smoking is not permitted within Village facilities or within 3 metres of doorways, open windows, or air intakes.
7. Permission is required from the Village to serve alcohol on the premises. LCLB Special Occasion Permits are required and are the responsibility of the renter and must be posted at the time of the function. The renter will be required to provide Public Alcohol Liability (PAL) Insurance with a minimum of \$2,000,000 coverage. The Village reserves the right to impose a higher amount of insurance coverage for high risk events, at its discretion. User group will be required to provide a copy of the appropriate liquor license, insurance policy, and smart serve certification at least 1 week prior to the scheduled rental agreement date. Alcoholic consumption will not be permitted at the Fire Hall Meeting Room or Gymnasium facilities, except under special circumstances. Enclosed 'beer gardens' may be established adjacent to the concession booth.

**Facility Specific Rates and Policies:**

Note: The Village reserves the right to reduce the rental rates at its discretion based on benefit to the community.

**1. Concession Booth (Brent's Shack)**

(a) Non-profit, fundraising and charitable organizations.

- Non-refundable cleaning fee (per event) \$75
- One-half day use (4 hours max.) \$50
- Full day use \$75

(b) For profit organizations, private and commercial use.

- Non-refundable cleaning fee (per event) \$75
- One-half day use (4 hours max.) \$100
- Full day use \$150

(c) Basic cleaning policy.

Users are expected to leave the concession booth in a basic state of cleanliness to include:

- Removal of all garbage;
- Wipe down of stovetops, grills, counters, backsplash, tables and sinks;
- Removal of all food and food waste;
- Sweeping and mopping of floor.

(d) Use policy.

Users are required to obtain a Temporary Food Services Permit from Interior Health. For profit organizations and commercial users that do not possess a business license for the Village of Radium Hot Springs are required to obtain a license.

## 2. Fire Hall Meeting Room

(a) Use policy.

Meeting room is available for educational purposes (i.e. training courses) only by accredited (i.e. professional) instructors who can provide proof of accreditation and liability insurance.

Meeting room use is subject to the priority needs of the Fire Department. In the event of an emergency or major fire event the users may be asked to vacate the premises.

Scheduling of the meeting room is subject to the approval of the Fire Chief pending the Fire Department's needs, use and training schedule.

The meeting room is not handicapped accessible.

(b) Fees.

|                                   |       |
|-----------------------------------|-------|
| - Non-refundable cleaning fee     | \$50  |
| - One-half day use (4 hours max.) | \$75  |
| - Full day use                    | \$150 |

(c) Basic cleaning policy.

Users are expected to leave the meeting room and kitchen in a basic state of cleanliness to include:

- Removal of all garbage;
- Wipe down of all work tables and kitchen surfaces;
- Washing and storage of all dishes and cutlery;
- Removal of all food and food waste, and;
- Sweeping of floor.

## 3. Gymnasium and Council Chambers

(a) Non-profit, fundraising and charitable organizations.

|   |      |
|---|------|
| - Non-refundable cleaning fee (per event) | \$50 |
| - One-half day use (4 hours max.)         | \$20 |
| - Full day use                            | \$40 |

(b) For profit organizations, private and commercial use.

|   |      |
|---|------|
| - Non-refundable cleaning fee (per event) | \$50 |
| - One-half day use (4 hours max.)         | \$40 |
| - Full day use                            | \$80 |

(c) Continuous or multiple day use.

This is defined as a minimum six month relationship in which the facility is used at least once per week. Cleaning fees will be determined by staff based upon discussions with the renter.

(i) Non-profit, fundraising and charitable organizations.

|                                     |      |
|-------------------------------------|------|
| - for each day the facility is used | \$15 |
|-------------------------------------|------|

### 3. Gymnasium and Council Chambers Continued

- (ii) For profit organizations, private and commercial use.
  - for each day the facility is used \$30

(d) Basic cleaning policy.

Users are expected to leave the gymnasium in a basic state of cleanliness to include:

- Removal of all garbage;
- Removal of all food and food waste, and;
- Sweeping of floor.

### 4. Community Hall

(a) For profit organizations, private and commercial use:

- Mon-Thurs - (one-half day use - 4 hours max.) \$50
- Mon-Thurs – (full day use) \$100
- Weekend Daily (Friday, Saturday, Sunday) \$175
- 12 noon Friday – 12 noon Sunday (48 hrs) \$350
- 12 noon Friday – 12 noon Monday (72 hrs) \$425
- No ½ day bookings permitted on weekends

(b) Non-profit, fundraising and charitable organizations – ½ of the above cost;

(c) Community Hall cleaning checklist and policy:

Users are expected to leave the Hall in a basic state of cleanliness to include:

- Removal of all garbage, including waste bins in the bathrooms;
- Wipe down sinks, mirror and toilets in bathrooms;
- Clean tables and return them to their designated storage space;
- Clean and stack chairs;

If the kitchen is used:

- Removal of all food and food waste;
- Clean kitchen sinks, counters, appliances;

If dishes/cutlery used:

- wash these items in the dishwasher;
- Clean and drain dishwasher and leave door ajar;
- Sweep and wash the floors;
- Turn down heat (17° Celsius or 62° Fahrenheit) and turn off lights
- Return keys to Village Office and report any damage incurred.