

VILLAGE OF RADIUM HOT SPRINGS
Facility Rental Rates and Policy
Brent's Shack, Council Chambers, Firehall & Gymnasium

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 users 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, 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 user shall indemnify and save harmless the Village and provide, if not purchased thru the Village, evidence of insurance to a minimum of \$2,000,000 liability coverage which will show the Village on the insurance policy as an additional insured for the purpose of the event. Insurance can be obtained privately or through the Municipal Insurance Association at <https://www.eventpolicy.ca/>.

4. The Village does not provide facility opening and closing services. As such, the user will be responsible to obtain keys, entry codes and access instructions during normal Village office hours, 8:30 am – 4:30 pm. 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 user to obtain and set-up any needed materials and/or equipment. Items for decoration may be displayed on 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 Event Permits are required and are the responsibility of the user and must be posted at the time of the function. The user will be required to provide alcohol event insurance 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 'Serving It Right' 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
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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.