



Facility Rental Policy

This Facility Rental Policy is to establish guidelines and requirements with respect to the Town's recreation facilities and to outline information regarding rental seasons and different types of rentals. Pursuant to the general powers conferred to the Town under the Municipalities Act, 1999, the following regulations were approved and adopted at a regular meeting of Council on March 21, 2022.

Background

The Town operates its recreation facilities to provide opportunities for residents, groups, and the public to hold private and community programs, meetings, fundraisers, tournaments, and other events. When recreation facilities are not in use for Town events or programs, community and recreation groups, non-profit organizations, schools, businesses, and individuals are encouraged to rent and enjoy them.

Definitions

Community Group

A not-for-profit group that is facilitated by a board of directors or volunteers that offer programs and services aimed at enriching the community or meeting public needs. These are recognized by affiliated provincial or federal organizations and/or are registered online (i.e., Company and Deeds Online, Digital Government and Service NL).

School Group

A group from any school within the Newfoundland and Labrador English or French School District. Priority is given to schools who have children who are residents of the Town.

Non-Profit/Not for Profit Organization

An organization that has a registered not for profit organizational number and uses any proceeds towards its mission. Recognized organizations do not need to operate exclusively for charity; they may operate for social welfare, civic improvement, pleasure, sport, recreation, or any other non-profit purposes.

Charitable Organization

A type of non-profit that is aimed at improving lives in the communities. Charities are exempt from paying income tax, with most supplies used being GST/HST exempt.

Private Rental

A rental by a group or individual for a private function, program, or service that is for profit or for personal use. Private Rental groups are non eligible for rentals during Regular Season or Summer Season Prime-Time Months (as indicated under Rental Seasons/Months) unless space is available following review of other priority requests.

One Time User

May consist of any group that applies to rent a facility for a one-time use.

Seasonal User

Groups that apply to rent a facility on a recurring seasonal basis, throughout consecutive seasons.

Rental Seasons/Months

Regular Season Prime-Time Months

Refers to Town Programming & Events offered throughout the year and community groups who have first priority of time slots in the facility.

Summer Season Prime-Time Months

Refers to Town programming & events offered throughout the summer months (typically June – September)

Recreation Seasons

Seasonal periods determined by the Town that take place between set dates.

Off Season

A set period when facilities are closed for rental opportunities.

Types of Rentals

The Town offers the following rental opportunities depending on intended use and stakeholder group:

Standard Rental

A rental intended for one-time use by any group or user. This may involve any group or user renting a facility. This typically includes rentals for events such as parties, meetings, celebrations, etc.

Seasonal Rental

This consists of any group or seasonal user renting a facility during a recreation season, typically on a recurring basis.

Special Event Rental

This includes the rental of one or more indoor or outdoor facilities where special timing, setup or operational considerations may be required.

Fundraising Group Rental

A special event rental for the purposes of fundraising by a non-profit/not for profit or charitable organization.

Multi-Year Agreement Rentals

This includes any rental that involves a standing agreement, contract, or memorandum of understanding (MOU) with the Town that has been approved by Council.

Facilities Rental Protocol

If the facility rental request includes any field, or other outdoor facility, the requestor shall be responsible for submitting all field time requests (including lighting usage) to the Town's Community Program Coordinator at least two weeks prior for review and approval. Any issues with a request will be communicated back to the requestor within one week. This is necessary to ensure that all users are considered and granted fair usage of facilities.

Kelly Park Sports Association (KPSA) is recognized as a Town regularly scheduled program, heavily availing of the Kelly Park outdoor facilities during the summer months. KPSA's regular programming schedules must be submitted to Town staff for review, and adjustment if necessary, two weeks prior to program registration to avoid any potential conflicts. Prior to applying for tournaments hosted at a Town facility, the intention to apply for the tournament and the tournament dates (if available) must be communicated to Town staff before applying to ensure the facility is available, and to tentatively secure the facility for those dates. Town staff must be notified immediately once a tournament application has been approved or declined to confirm or release the dates.

Field Lighting

Kelly Park softball field lighting requests, **outside of regularly scheduled programming**, must be submitted in advance (minimum one week) to the Community Program Coordinator in writing, via email. Cancellations are also to be submitted in writing via email to the Community Program Coordinator (minimum eight hours prior to scheduled lighting).

Access and operations of the field lighting system (online and on-site) is only granted to Town employees. Lighting during the summer months will be scheduled to turn on 30 minutes before sunset and will be scheduled to turn off at 11:00 pm, unless otherwise approved for specific game/event conditions. Lighting outside of those months will be scheduled on a specific time frame but will be scheduled to turn off no later than 11:00 pm, unless otherwise specified by the Town. This is necessary to respect the neighbouring homes during rest period.

Schedules **MUST** be submitted in order for the monitoring control center to correctly identify any issues and maintenance requests with the system. An immediate on/off scenario will only be used in emergency situations.

Equipment & Supplies

Access and usage of Town equipment and supplies should **ONLY** be used by Town employees and associated groups with prior approval from the Town. Town Employees should be cognizant on equipment and supply usage for programming. For Town Employees, please refer to the Purchasing Policy for the correct information on purchasing procedures.

Policy Statement

This policy applies to all individuals and groups renting or applying to rent Town facilities. The Town and renters must meet and follow all conditions outlined in the Facility Rental Agreement found in Appendix A. Facility rental requests must be submitted to, and approved by, the appropriate Town staff prior to occupying any Town facility. The Town reserves the right to refuse any rental request. Rental conditions may be affected by unforeseen emergency situations (e.g., weather events, public health related closures, or protocol changes).

Rental requests from organizations are reviewed and prioritized in the following order:

Highest Priority: Town of Logy Bay-Middle Cove-Outer Cove (i.e., events, programming, etc.),
Kelly Park Sports Association
LBMCOOC Community Groups;
School Groups;
Non-Profit/Not for Profit or Charitable Organizations;

Lowest Priority: Private Rentals.

Guidelines

Individuals or groups renting any Town facility must review and meet all guidelines, procedures, and conditions of their Rental Agreement, to be signed prior to the rental. Rental responsibilities must be upheld as they relate to scheduling considerations, proper usage (i.e., cleanliness and condition, equipment use), cancellation processes, informing the Town of third-party contracts, payment schedules, and deposits, and following legal and privacy related considerations.

Facility Availability

Town facilities are primarily used for Town programming and events during peak recreation periods throughout the year. Under normal circumstances, to accommodate Town programming and activities, rentals are not granted during summer months for any Town facility. Specific dates and times can vary based on Town needs, programming specifications, and operational demands. Current information on rental opportunities, facilities, and rental seasons (including off season) is available by contacting the Town, and on the Town's website.

Facility Storage

While Town Facilities are primarily used for Town programming and events, there are a select number of community groups who operate and utilize the Justina Center for their meetings and programming. These groups have permission to avail of storage areas within the building at the Town's discretion. Storage areas and storage approval can change at the discretion of the Town for any reason that the Town deems necessary. Town storage areas and space will be assigned to groups by the Town. Storage areas are to be kept clean, tidy and organized at all times. Town Staff have the authority to ask Community Groups to remove their items from the Justina Centre if any issues arise. The Town is not responsible for any lost, stolen or damaged items. Community Groups that leave items in the Justina Centre are doing so at their own risk.

Adoption

Under section 413 of the Act, the Town Council of Logy Bay-Middle Cove-Outer Cove adopts the Town of Logy Bay-Middle Cove-Outer Cove Facility Rental Policy as approved. This policy should be reviewed annually, or whenever deemed necessary, by the Town Clerk/Manager and the Corporate Services Committee.

Janine Walsh

Janine Walsh
Town Clerk/Manager

Denis Hickey

Denis Hickey
Mayor

March 21, 2022

Date

March 21/2022

Date