

MUNICIPAL POLICY



CANTON / TOWNSHIP
ALFRED & PLANTAGENET

Policy Title: Community Hall Rental Policy

Category: Municipal Services Policy

Policy Number: SM-001

Department: Parks and Recreation

Approved Date:

Revision Date:

Authors: Manon Besner, Director of Parks and Recreation, and Geneviève Souigny, Coordinator of Cultural and Community Activities

Attachments: By-law 2023-06 on User Fees

Related Documents and Laws: Municipal Act, 2001; Municipal Alcohol Management Policy; Alcohol and Gaming Commission of Ontario Act, 2019

Policy Statement

This policy establishes a clear and fair framework for renting community halls in the Township of Alfred and Plantagenet, thereby promoting community participation and responsible management of these spaces. It has been tailored to meet the needs and characteristics of the local community.

Purpose

The purpose of this policy is to provide a set of principles and guidelines for managing the rental of community halls under the responsibility of the Parks and Recreation Department of the Township of Alfred and Plantagenet.

Definitions

- **“Township”** means the Township of Alfred and Plantagenet.
- **“Community”** means a fully planned and developed geographical area.
- **“Council”** means the Municipal Council of the Township of Alfred and Plantagenet.
- **“Department”** means the Parks and Recreation Department of the Township of Alfred and Plantagenet.
- **“Community Centre”** means a facility that contains multiple community halls.
- **“Community Hall”** means a specific room available for rent by a user. It may be part of a community centre.
- **“NPO” (Non-Profit Organization)** means an organization recognized by Council as listed on page 8.

Scope

This policy applies to all users of the community centres and halls managed by the department:

- Alfred Community Centre – 520 St-Philippe Street, Alfred, ON K0B 1A0
- Curran Community Centre (Forum) – 819 Cartier Street, Curran, ON K0B 1C0
- Mgr Joseph Charbonneau Community Centre (Lefaivre) – 2005 du Parc Street, Lefaivre, ON K0B 1J0
- Plantagenet Community Hall – 220 Main Street, Plantagenet, ON K0B 1L0
- Treadwell Community Hall – 130 County Road 9, Plantagenet, ON K0B 1L0
- Lucien Delorme Community Centre (Wendover) – 5000 du Centre Street, Wendover, ON K0A 3K0

This policy does not apply to:

- Former Scout Hall
- Golden Age Club rooms
- Municipal parks
- Skating chalets
- Sports fields and surfaces
- Alfred's Larocque Woods
- Lefaivre Event Stage
- Libraries
- Lefaivre Marina and Terrace
- Boat launches (Wendover, Treadwell, Lefaivre)

Results

A standardized approach to hall rentals ensuring equal service to all users, including NPOs.

Advantages

- Clarifies rental rules and criteria for all potential users.
- Establishes clear expectations and a conflict-resolution process.
- Simplifies the current policy to reduce administrative burden.
- Encourages responsible facility use, minimizing environmental impact and promoting sustainability.

Strategic Communication

- The policy will be posted on the Township website.
- Staff will be informed through internal management channels.
- Residents and organizations will be notified through social media (Facebook, Instagram).
- The policy will also be emailed to all recognized organizations.

Rental Procedure

- 1.1. Opening dates and hours: Community rooms can be rented every day of the year and at any time of day.
- 1.2. . Rental requests: Rental requests can be made by phone or email. Interested parties can fill out the reservation form available online and upon request.
- 1.3. Processing of requests: The department will process rental requests within a maximum of five business days of receipt. Rental requests must be submitted at least 10 days prior to the requested rental date. If the request is submitted less than 10 days prior to the rental date, the department cannot guarantee that the request will be processed in time. No reservation requests will be considered more than eighteen months before the event unless the event is deemed exceptional by the department
- 1.4. Priority of requests: Requests will be authorized on a first-come, first-served basis. However, the department will give priority to the use of its premises for municipal needs and activities.
- 1.5. No reservation requests will be considered more than twelve months prior to the event. Exception: Weddings may be reserved 18 months in advance.
- 1.6. Contract: A rental contract will be drawn up to formalize all rentals. A reservation deposit must be paid within 5 business days of signing the contract, otherwise the service reserves the right to cancel the reservation.
- 1.7. Room setup: The room will be set up according to the service's instructions. For any specific room layout requests, a formal request must be made to the recreation department with clear explanations. A room layout form can be provided upon request.

Fees and Deposit

- 1.1. Rental fees: Rental fees are established for the purpose of regulating user fees. Fees are in effect between the adoption of the current year's budget and the adoption of the following year's budget and are subject to change without notice. Fees include table and chair setup and janitorial services. However, the renter is responsible for leaving the premises in an acceptable state of cleanliness. All amounts must be collected two weeks prior to the rental date.
- 1.2. Annual rental fees: Only non-profit organizations officially recognized by the council are eligible for the reduced annual rental rate, and only senior citizens' clubs are eligible for a special rate for annual use of the hall.
- 1.3. Deposit :
 - 1.3.1. eservation deposit: Once the contract is signed, a \$50 reservation deposit is required from the renter. The deposit will be deducted from the final amount.
 - 1.3.2. Security deposit: A security deposit is required for all rentals. The department reserves the right to retain the deposit if:
 - The room is left in an unsuitable condition;
 - Damage to equipment is caused by negligence on the part of the renter and/or their guests;
 - The renter consumes alcohol or smokes on the premises;
 - The renter does not comply with the regulations stipulated in the current policy.

The municipality reserves the right to refuse any future rental requests from a tenant involved in such cases. In the event of damage to equipment, an invoice may be sent to the tenant for the value of the equipment or repairs.

1.3.3. Key deposit: A key deposit will be added to the total bill. Keys will be given directly to the renter no more than 48 hours before the rental date. The renter is responsible for unlocking and locking the center doors at the beginning and end of the rental period. The renter is responsible for respecting the hours established with the service. The key must then be returned to the box provided for this purpose at Plantagenet Town Hall no later than 5 business days after the rental. Exception:

No key deposit is required for the Lucien Delorme Community Center. A municipal employee is responsible for opening and closing the doors 15 minutes before and 15 minutes after the hours identified in the rental contract.

1.3.4. Deposit for bar service: The service requires a deposit for bar service in some of its rooms. To recover the bar deposit, you must make a net profit equal to or greater than your deposit. See the section on alcohol below.

1.3.5. Deposit refunds: Deposits will be refunded by check after the event. Please allow 2 to 4 weeks for processing.

1.4. Refund: If the event is canceled less than 10 days before the rental date, 0% of the rental fee paid will be refunded. More than 10 days, but less than 30 days, 50%. And more than 30 days, 100%. The service reserves the right to modify the above cancellation terms.

1.5. SOCAN fees: The Society of Composers, Authors and Music Publishers of Canada requires the payment of royalties for the performance of musical works in public. The fees charged by SOCAN are included in the rental fees.

2. Bar revenue

2.1. Revenue: Non-profit organizations recognized by the council may pay for the rental of their hall in order to receive a portion of the revenue from the bar service at their event. The percentage granted is decided by the municipal administration.

3. Discount and free services

3.1. Request for free admission: At the discretion of the Recreation Department, rental fees may be waived or reduced by 50% for a fundraising event. One hundred percent of the proceeds from the event in question must be donated to children or families in need in the communities of Alfred and Plantagenet Township or elsewhere. In all cases, organizers must write a formal letter to the Recreation Department management.

3.2. NPOs: Non-profit organizations recognized by the council are entitled to one free rental per month. Organizations cannot sponsor a community activity in order to have it free of charge. The list of recognized organizations is available on page 8. Any

NPO wishing to rent the hall a second time in the same month, without having an annual rental waiting period, will be required to pay the full price.

3.3. Schools, churches, and parishes: Schools and parishes in the Township of Alfred and Plantagenet may rent the hall free of charge once per year.

3.4. Exceptions: Upon signing a formal contract, other organizations may have access to the halls free of charge. For example: The ON y va Child and Family Center, the United Counties of Prescott and Russell, Prescott and Russell Community Services, the Plantagenet Family Health Clinic, and parishes and villages celebrating their anniversary, etc.

3.5. Any tenant who makes more than 10 consecutive rentals

3.1. Demande de gratuité : À la discrétion du service des loisirs, les frais de location peuvent être levée ou réduit de 50 % pour un événement de levée de fonds. Les revenus de l'événement en question doivent être remis à 100 % aux enfants, ou aux familles dans le besoin des communautés du Canton d'Alfred et Plantagenet ou d'ailleurs. Dans tous les cas, les organisateurs doivent écrire une lettre formelle à la direction du service des loisirs.

3.2. OSBL : Les organismes sans but lucratifs reconnus par le conseil ont droit à une gratuité mensuelle. Les organismes ne peuvent pas parrainer une activité communautaire afin que celle-ci ait une gratuité. La liste des organismes reconnue est disponible à la page 8. Tout OSBL qui souhaite faire une location pour la deuxième fois dans le même mois, sans avoir d'attente de location annuelle, devra payer le plein prix.

3.3. École, église et paroisse : Les écoles et les paroisses de la région du Canton d'Alfred et Plantagenet peuvent louer la salle gratuitement une seule fois par année.

3.4. Exceptions : Avec la signature d'un contrat formel, d'autres organismes peuvent avoir accès aux salles gratuitement. Par exemple : Le Centre pour l'enfant et la famille ON y va, les Comtés unis de Prescott et Russell, les Services communautaires de Prescott et Russell, la Clinique de santé familiale de Plantagenet et les paroisses et villages qui fête leur anniversaire, etc.

3.5. Any renter who makes more than 10 consecutive rentals (on the same invoice) will be entitled to a 10% reduction in rental costs.

4. Liability Insurance

4.1. Requirements: The Township of Alfred and Plantagenet requires all renters (leagues, associations, clubs, individuals, etc.) to have appropriate liability insurance. The Township offers user insurance to the tenant, and the cost of the insurance will be added to the rental fee at the time of booking. If the customer has their own insurance and does not wish to use the insurance provided by the service, the tenant must provide proof of insurance with a minimum of \$2 million in liability coverage, with the Township of Alfred and Plantagenet as an additional

insured on the certificate. The Township of Alfred and Plantagenet assumes no responsibility for injuries sustained by users or spectators at any time and under any circumstances. Liability insurance of \$5 million may be required if deemed necessary by the service.

5. Alcohol consumption on the premises

- 5.1. Bar service in the Township of Alfred and Plantagenet: Bar service is available in the community halls in Lefaivre, Plantagenet, Treadwell, and Wendover. Bar service ends no later than 1 a.m.
- 5.2. Non-profit organizations officially recognized by the Township may submit a formal written request to the Recreation Department to use the bar service in a municipal facility or on municipal property where community halls with a bar service are located. This request must be submitted at least three months before the event.
- 5.3. Ordering bottles of wine: When holding special events, tenants may order specific bottles of wine from the department. The bottles will be resold at the price set by the department. The tenant must inform the person in charge at the municipality of the number and types of wine at least one month before the event. The number of bottles requested must be paid for two weeks before the event. No orders other than wine will be accepted. The products requested must come from an Ontario establishment with a liquor license.
- 5.4. Alcoholic beverages brought in from outside: Alcoholic beverages from outside sources are prohibited during activities or events held in community centers without obtaining an occasion license issued by the Alcohol and Gaming Commission of Ontario (AGCO) and proof of \$5 million in civil liability insurance with the Township as an additional insured. Events where guests bring their own alcohol are strictly prohibited under provincial law.

6. Regulations and prohibitions

- 6.1. The following regulations must be observed by all tenants:
 - The tenant must comply with all federal, provincial, and municipal laws regarding taxes, permits, etc., that may govern the use for which the lease agreement is issued.
 - The tenant is responsible for the behavior and supervision of all persons using the facility for the duration of their occupancy, and shall comply with all rules posted in the facility;
 - The tenant must comply with all instructions given by on-site staff;
 - Decorations that are not already in the facility must comply with public safety standards and fire department regulations and must not leave any permanent holes or marks on the walls.
 - The facility must be left clean and in the same condition as it was before the rental.
 - The renter must take all personal belongings with them at the end of the event.
 - The consumption or sale of illegal drugs is prohibited.
 - The consumption or sale of alcoholic beverages and lottery games is prohibited unless authorized in the contract and the renter has obtained the appropriate permit and provided proof of insurance.
 - Activities aimed at customers under the age of 18 must be supervised by adults.

- The tenant agrees to comply with reasonable noise standards during the activity.
- The tenant agrees not to sublet the premises in whole or in part, or to assign or transfer this contract or any rights related to it without the written authorization of the department.
- It is the tenant's responsibility to comply with the maximum number of people allowed in the room as indicated at the entrance to the room.
- It is the tenant's responsibility to familiarize themselves with the fire safety plan and to apply it at all times.
- Animals are not allowed, except for service dogs assisting people with disabilities.
- It is strictly forbidden to play any team sports in the community hall.
- Smoking is strictly prohibited in the building.
- It is strictly prohibited to resell food prepared in the community hall kitchens to individuals who are not present in the community hall.
- It is strictly prohibited to use confetti, balloons, or confetti cannons.
- It is strictly forbidden to bring balls or bales of hay or straw into the facility.
- It is strictly forbidden to bring inflatable structures or any other play structures onto the premises.
- It is strictly forbidden to park recreational vehicles in the parking lot for the purpose of spending the night in them.

COMPLIANCE :

In the event of a breach of policy, the municipality may investigate and determine appropriate corrective measures.

Mandatory Policy, Municipalities Act, 2001:

Management team, date of review:

References and resources: List of non-profit organizations recognized by the council (appended)

LIST OF NONPROFIT ORGANIZATIONS RECOGNIZED BY THE COUNCIL (Updated 2024)

- Alliance-Curran
- Boisé Est
- Knights of Columbus of Wendover Council 9423
- Knights of Columbus of Alfred
- Plantagenet Golden Age Club
- Wendover Golden Eagle Club
- Curran Friendship Club
- Treadwell Happy Heart Club
- Lefaiivre Friends Club
- Lefaiivre Lions Club
- Alfred Optimist Club
- Wendover Optimist Club
- Escarpe' Action
- Soccer Pro 17
- Wendover Children's Ball League

Any organization wishing to be added to the list must submit a formal request to the Recreation Department and the elected council of the Township of Alfred and Plantagenet. The organization must have its head office in the Township and serve primarily the residents of Alfred, Curran, Lefavre, Plantagenet, Pendleton, Treadwell, or Wendover. The organization must be a provincially registered non-profit organization and be insured.