

Policy: **Rental Policy**
Policy No: **2021 - 47**
Date Originally Approved: **January 24th, 2019**
Proposed amendment presented: **May 13th, 2021**

Proposed amendment presented:

Removal of rental property schedule and additional piece on rental guidelines during State of Emergency status.

Date presented for Councils Approval: **May 27th, 2021**

Motion: *Moved that Council approve the recommendation to update the Rental Policy No. 2021-47 as presented at Committee of the Whole May 13, 2021.*

This Policy is current as of:



Policy Number:

Policy Subject: **Rental Policy 2021 - 47**

Policy Objective

The objective of this policy is to inform individuals who are interested in renting or reserving one of the Town of Stewiacke's owned public spaces/facilities on the guidelines to follow during the rental and what costs and requirements must be met to confirm the reservation.

Policy

The Town of Stewiacke owns and manages many properties and facilities for the benefit and enjoyment of residents and visitors. It is the intent of this document to ensure all users understand what the Town will expect of them if they rent out facilities for private events or make use of the public parks/spaces.

General Guidelines

- 1) Groups or individuals shall be expected to observe all facility policies, rules and regulations.
- 2) Groups or individuals hosting an event shall be expected to follow all guidelines in the signed rental agreement.
- 3) Groups or individuals attending an event shall be expected to observe all event policies, rules and regulations instituted by the event host/renter.
- 4) Inappropriate behaviour at a Town facility or property shall result in the issuance of a written or verbal warning to the offenders and if necessary, the police will be notified. Inappropriate behaviour for the purpose of this document includes but is not limited to:

- a. Behaviour that obstructs or hinders the ability of others to use and enjoy Town facilities, or participate in Town service programs or events, or compromise the safety and health of others including staff;
- b. Refusal to follow rental agreement terms and conditions and all other related Town policies, rules and regulations;
- c. Willful damage or vandalism of property;
- d. Criminal behaviour;
- e. Access into the building or facility during a time period that was not specified in the rental agreement.

5) The use of facilities will not be restricted on the basis of race, nationality, ethnic origin, religion, sexual orientation, age or mental/physical disability.

6) Town Staff or Town Council have the right to refuse any proposed use of Town property after reviewing the completed Rental Agreement, and noticing that the planned activity will not comply with the guidelines stated in this document.

7) Booking of facilities/greenspaces, etc. is on a first-come first-serve basis, with Town programs given priority.

8) Cleaning of properties and facilities after use is the responsibility of the user and all used space must be left in the same condition in which they are found. Users are required to remove all materials, equipment and rubbish left after use of the facility/property.

9) Users of Town facilities/properties are prohibited from removing materials (woods, stones etc.) from the property for personal or commercial use. Removal of these materials will be treated as a crime and referred to the RCMP.

10) Alcohol, tobacco and cannabis products are prohibited on all Town owned property, unless otherwise indicated on rental agreement and provincial regulations.

11) All users must follow and respect the occupancy numbers stated per building during rentals.

12) the renter is a business or society, the renter must provide proof of liability insurance with coverage of at least \$1,000,000, with the Town of Stewiacke added as an Additional Insured with respect to the event.

If the renter is an individual, insurance coverage will be provided by the Town under the Rental Agreement at the renter's cost. Premium depends of the type of event and the number of participants.

13) All users booking a facility/property that requires key access will have to pay a deposit before receiving the key. Deposits will be refunded to the user, once the key is returned.

14) All users must comply with Provincial guidelines, orders and regulations regarding States of Emergencies. Users may have their rental/reservation altered or cancelled as a result of a State of Emergency Order.

Please refer to Rental Agreement for schedule of fees, insurance coverage options, possible subsidy and schedule of green spaces/facilities for reservation. Completing the Rental Agreement, including having a member of Town staff sign the Agreement, will confirm your reservation/rental.

Annotation for Official Policy Book

Date of Notice to Council Members of Intent
To Consider (Minimum 7 Days):

Date of Passage of Current Policy: May 27, 2021

I certify that this Policy was adopted by Council as indicated above.



Chief Administrative Officer

2021-06-14

Date