

## City of Melfort Policy Manual

<i>POLICY TITLE:</i> <b>Historic Post Office Booking Policy</b>	<i>POLICY NUMBER:</i> <b>7.1.32</b>	<i>EFFECTIVE DATE:</i> <b>February 25, 2017</b>
<i>ORIGIN:</i> <b>Community Services Department</b>	<i>ADOPTED BY COUNCIL ON:</i> <b>January 16, 2017</b>	<i>DATE AMENDED:</i> <b>February 12, 2018 April 15, 2019</b>

### 1. GENERAL USE GUIDELINES

- a) That the renter ensures the security of the facility through adequate and continual supervision in order to minimize damage and excessive clean-up costs. Excessive clean-up costs will be charged back to the renter.
- b) Groups that utilize the facility for a period longer than their scheduled rental will be charged for any additional time.
- c) Any group, its members, or guests causing damages, whether accidental or malicious, to the facility and/or equipment will be held financially responsible for the repairs or replacement of such damage in addition to the established rental fee. Failure to pay for said damage will result in the termination of further rental reservations until such payment has been received and will be subject to the City accounts receivable collection policy.
- d) Groups who have previously caused damage at any of the City's facilities may be refused future rental.
- e) The City reserves the right to cancel without notice if cause is due to circumstances beyond its control. Every effort will be made to notify the user group as soon as possible.
- f) The City of Melfort is not responsible for any lost or stolen articles.
- g) No alcoholic beverages are allowed in the facility for any event other than those that are conducted by the City of Melfort. The user group will conduct the activities in City facilities in accordance with the laws of the Province of Saskatchewan and the City of Melfort, fire, building, health, and all other regulations relating to the premises.
- h) Conditions of use over and above those detailed above, which are unique to the operation of individual facilities, will be detailed by facility staff.
- i) The renter will be charged the appropriate rental rate or the booking may be cancelled if secured under misrepresentation.
- j) The user will not sublet or part with possession of the facility and/or equipment, or assign or transfer any right, title, or interest in this booking, in whole or in part.
- k) The user group hereby agrees and obligates itself to save harmless and indemnify the City of Melfort, Community Services Department and its associated staff against any and all claims, liabilities, demands, damages, or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to this booking or to the use of occupancy of the permitted premises.
- l) Use of cellular phones, personal digital assistants, or video devices are prohibited in washroom facilities.
- m) Smoking, smokeless tobacco and drugs are not permitted in the facility.

- n) In order to maintain the control and administration of rentals, all bookings must be made through the Community Services Department 306-752-7906 or [facilitybookings@melfort.ca](mailto:facilitybookings@melfort.ca) during regular office hours.
- o) Basic set up and clean up, stacking of chairs and tables, shutting off lights, garbage removal, window closures and lockup is the responsibility of the renter. There will be no City of Melfort staff on site during the event.
- p) A staff member from the City of Melfort will do a facility inspection prior to the rental with the renter and a facility inspection after the rental. There will be a (\$50.00) fifty dollar deposit requested for the key. Keys must be returned within 24 hours or 48 hours if event is on a Saturday or Sunday in good condition or the deposit will be forfeited.
- q) No equipment or supplies may be delivered to the facility prior to the booked time, unless special permission has been granted by the Community Services Department. All equipment and supplies must be removed immediately after the event within the booked time.
- r) The renter is required to remove all food and drink items from the kitchen area and clean all appliances at the end of the event. Failure to do so will result in additional cleanup charges.
- s) At the discretion of the director, users holding special events of a public nature may be required to provide proof of liability insurance.
- t) At the discretion of the director, users holding special events of a private nature may be required to provide proof of insurance.

### **3. BOOKINGS**

- a) Renters will be required to make full payment at time of booking and sign a Facility Rental Agreement.
- b) Cancellation of any rental within 15 days prior to the event shall result in a 50% forfeiture of the facility rental fee; and further, that cancellation of any function within 7 days prior to the event shall result in a 100% forfeiture of the facility rental fee.
- c) A credit card will be required to be on file to be applied in the event of damage to the facility or equipment.

### **4. GENERAL BOOKING CANCELLATIONS**

- a) All cancelled rental times will revert to the Community Service department for leasing purposes. SUBLETTING IS NOT PERMITTED IN ANY FACILITY.
- b) All cancellations are subject to a cancellation fee of (\$25.00) twenty-five dollars for each time slot booked.
- c) Should the facility staff assess that the facilities are not suitable for use, and are not used, no fee will be charged.
- d) No shows by users will be treated as less than 48 hours' notice and will be charged accordingly.
- e) The City of Melfort has the right to request the use of the facilities and the lands for its own purpose, provided that the city gives the prior written notice of its intention to use the facilities, acting reasonably, on a specified date, and that the City's proposed use does not adversely impact the revenues and expenses.

**5. CLOSURE DATES**

In accordance with the current CUPE Agreement Local 777, the following days shall be observed as statutory holidays:

New Year's Day

Family Day

Good Friday

Victoria Day

Canada Day

First Monday in August

Labour Day

Thanksgiving Day

Remembrance Day

Christmas Day

Boxing Day

The facilities will close early on Christmas Eve.

These dates are considered closure dates unless the user is prepared to pay for the additional costs of operation necessary to keep the facility open at these times.