

<i>The Town of Fort Frances</i>	SECTION
<u>FACILITY RENTAL</u>	COMMUNITY SERVICES
<u>POLICY</u>	REVISED June 2004
Resolution No.	Supersedes Resolution No.
Policy Number 2.5	PAGE 1 of 4

THE TOWN OF FORT FRANCES

Section: Community Services

Policy: Facility Rental

Creation Date: June 2004

Revised Date: February 2019

Resolution Number:

Supersedes Resolution Number: 1114 (consent) 10/13

Policy Number: 2.5

1. GENERAL STATEMENT

The Town of Fort Frances has developed several community based recreational facilities that provide positive leisure time opportunities and increase the quality of life for the community and its citizens. It is necessary that these facilities are made available to the community in a fair and equitable manner and that they are used to their maximum.

2. PURPOSE

This policy will provide a framework for management to ensure the maximum use of the community facilities identified, and ensures that the facilities are made available to the public in a fair and equitable manner.

3. PROCEDURE

A. Facilities

This policy will cover the rental of the following facilities unless otherwise stated in an agreement or separate procedure manual:

- i. Memorial Sports Centre Ice Surfaces, Auditorium, Meeting Rooms, and Swimming Pool
- ii. East End Hall
- iii. Townshend Theatre
- iv. St. Francis Sports Fields & [Vanjura Park](#)
- v. [Vanjura Park](#)
- v. [Sunny Cove Camp](#)

vi. Rainy Lake Market Square

B. General

- i. All bookings are completed at the Memorial Sports Centre, 740 Scott Street, (807) 274-4561.
- ii. All ~~bookings must be in writing on the appropriate application form (schedule A), and are subject to confirmation, which must be not~~ considered confirmed without a signed by permit. ~~both parties.~~
- iii. Rental rates are subject to change and are approved by Council annually as part of the budget process. Rates will be implemented in order to cover the program season so user groups are able to budget accordingly.
- iv. Priority will given on the following basis:
 - a) Town of Fort Frances programs and services

- b) Youth, not for profit organizations
 - c) Other, not for profit organizations
 - d) For profit organizations
 - e) Other interested parties
- v. Payments are required in advance unless credit arrangements have been made with the Manager of Community Services.
 - vi. Where appropriate a damage deposit may be required.
 - vii. All municipal facilities are smoke free and alcohol free unless the necessary license has been approved. The municipal smoking by law and the municipal alcohol policy will be strictly enforced.
 - viii. It is the responsibility of the renter to be aware of and notify users of all rental procedures and requirements.
 - ix. Special arrangements can be made for large users and special events by contacting the Manager of Community Services.
 - x. It is the responsibility of the Manager of Community Services to resolve all conflicts or disagreements. If a compromise cannot be reached his/her decision is final.
 - xi. Any change in Byby-laws or town policy that effect these facilities will be applied upon passing of the by-law or scheduled implementation date, written notice will be provided to the users by email or letter.

C. Ice Facilities

- i. All previous user groups will be required to submit the upcoming season's ice time requirements by August 1st July 15th. Confirmation notices will be returned by September 15th.
- ii. Every effort to resolve conflicting ice time requests will be attempted through mutual compromise. In order to facilitate conflicting ice time requirements, the following priorities will be adhered to:
 - a) Provincial and National Championships
 - ~~b) League Hockey Schedules, Playoffs and Figure Skating Ice Shows~~
 - ~~b) Hockey, Tournaments, Figure Skating Ice Shows, Special Events~~
 - c) League Schedules, Figure Skating Competitions and, Test Days
 - d) Group practices, programs, and exhibition games.
- ~~iii. Hockey games and other competitions will be limited to Tuesdays, Thursdays, Fridays, Saturdays and Sundays in order that user groups can have~~
- ~~iii. program time without interruption. The only exception to this will be provincial and national championships.~~
- ~~iv. Cancellations and changes require 14 days notice and must have mutual consent, or renter is responsible for payment.~~
- ~~iv. Regular users will not be allowed to cancel their weekly allotted ice time, request for changes must be made by September 15th for the months September to December and by December 15th for the months January to April. Ice exchanged between users must be approved by MSC staff at least one week prior to the date(s) to be exchanged.~~
- v. All rentals are based on a 50-minute hour so as to allow for resurfacing.
- vi. The ice surface must be vacated during the resurfacing and kept clear until the resurfacing unit is completely off the ice surface. No additional

time will be allocated if the user does not comply and there are delays in resurfacing.

vii. Users must vacate dressing rooms within 30 minutes of the ice rental.

viii. There is absolutely no smoking or alcohol permitted in the dressing rooms.

DRAFT

D. Auditorium and East End Hall

- i. ~~A \$50.00 deposit is~~ Payments are required in advance for all hall rentals except for multi time renters that have arranged credit.
- ii. Where required, keys will be issued and the renter is responsible for securing the facility and supervising the event
~~securing the facility and supervising the event~~
- iii. ~~Copies of the Smoking~~ The smoking bylaw and Municipal Alcohol, municipal alcohol policy will be included in the, rental contract agreement terms & conditions, and waivers must be read and signed off on the rental permit.
- iv. ~~All pop, mix and ice~~ ce must be purchased from the Town ~~(East End Hall for auditorium rentals.~~
excluded).
- v. Any damage and extra clean up due to abuse will be charged back to the renter. Under no circumstances will the equipment is Town property to be removed from the facility without approval from the staff.
~~building without approval from the staff.~~
- vi. If available, one day prior to ~~the an~~ event, a facility may be ~~booked~~ accessed for decorating ~~for weddings and socials.~~
- vii. Renters of the East End Hall are responsible for the following clean up procedures:
 - a) Sweep and mop floor
 - b) Wash and put away dishes
 - c) Empty all garbage in bins (kitchen, ~~bar and~~ & bathrooms)
 - d) ~~Return~~ Stack tables and chairs ~~to on~~ stage
 - e) Shut off lights
 - f) Renter must supply cleaning supplies, tea towels and dish cloths

~~D-E.~~ Swimming Pool

- i. All renters must abide by the Ontario Health Regulations for Type A commercial pools. It is the responsibility of the Aquatic Program Director to ensure this.
- ii. All swim teams must arrange for their own certified lifeguards and backup first-aiders. Lifeguard & first-aiders awards must be presented to the Program Director at least 1 week prior to rental.
- ~~ii.~~ iii. All rentals are based on a 55-minute hour to allow for change over.
- ~~iii.~~ iv. Previous user groups are required to submit season pool requests by June 1st.
- v. Regular users will not be allowed to cancel their weekly allotted pool time, request for changes must be made by September 1st for the months September to December and by December 15th for the months January to April. Pool time exchanged between users must be approved by MSC staff at least one week prior to the date(s) to be exchanged.

F. St. Francis Sports Fields and Vanjura Park

- i. Under no circumstances will the consumption of alcohol be allowed at these facilities ~~due to the existing agreement on use and access to the facilities.~~



TOWN OF FORT FRANCES FACILITY USE APPLICATION FORM

Facility Request (please check Left hand box)

<input type="checkbox"/> 52-Canadians	<input type="checkbox"/> Kitchen	<input type="checkbox"/> North Ball Diamond
<input type="checkbox"/> Ice For Kids	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Central Ball Diamond
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> South Ball Diamond
<input type="checkbox"/> IFK Lobby	<input type="checkbox"/> East End Hall	<input type="checkbox"/> Vanjura Ball Diamond
<input type="checkbox"/> 52 Meeting Room	<input type="checkbox"/> North Soccer Field	<input type="checkbox"/> South Soccer Field

Name of Organization	
Contact Person	Contact Person
Address	Address
Business Phone	Business Phone
Expected Number of Participants	Liquor Licence (Yes or No)

Date	Time	Type of Function

All requests are subject to confirmation. Please complete and return to the attention of: Memorial Sports Centre, 740 Scott Street, Fort Frances, ON P9A 1K1 or fax to 807-274-3799. For additional information, please contact 274-4561.

Amount Paid:	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> Invoiced
--------------	-------------------------------	---------------------------------	-------------------------------	--------------------------------------	-----------------------------------

Facility Renter Signature	Date	MSC Signature	Date
---------------------------	------	---------------	------

G. Townshend Theatre

- i. Please see the Townshend Theatre manual (available on the Theatre page of the Town's website fortfrances.ca).

H. Rainy Lake Market Square

- i. The rental of the Market Square is under review for the first two years to determine best practice (2018-2020).

I. Seniors Centre

- i. The Senior Centre is available for rental by calling 274-7656.

