

# THE TOWN OF FORT FRANCES

## Section: Sister Betty Kennedy Centre

### Policy: Facility Use/Rental

**Creation Date:** May 2016

**Resolution Number:** DRAFT

**Policy Number:**

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**PURPOSE:** This policy will provide a framework to ensure the maximum use of the Sister Kennedy Centre and ensure that the facility is made available to the public in a fair and equitable manner.

**PRIORITY**

Priority shall be given in the following manner:

- Sister Kennedy Centre programs and services
- Senior (55+) not-for-profit organizations
- Senior (55+) profit organizations
- Other not-for-profit organizations
- Other interested parties

The Centre is available to groups as a revenue generating practice only when space is available.

**SCHEDULED ACTIVITIES**

There is a regular schedule of daily activities which include snooker, shuffleboard, cards, bingo, exercise classes and potluck dinners. More than one activity can take place at one time providing there is space and the regularly scheduled activity is not inconvenienced.

**DROP IN CENTRE**

The Centre is available as a drop-in coffee centre during regular hours. Drop-in hours are subject to change in order to accommodate programs and other senior activities.

**FIX-IT-SHOP**

The Fix-it Shop is available to seniors who need access for a variety of reasons to a wood working/repair facility. All seniors using the shop must sign in and out with the volunteer on duty.

In order to ensure safe and proper use of the equipment the Manager shall make arrangements to train any interested participants on the facility's safe operation and clean-up procedure. The key to the facility is available at the kitchen and a donation for its use is appreciated.

Any damage or equipment malfunctions need to be reported to the volunteer on duty immediately so the Manager can arrange for necessary repair.

The shop is not intended to be used for commercial purposes.

Projects must be completed and removed from the shop in a timely manner in order not to interfere with other shop users.

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**SISTER KENNEDY CENTRE  
FACILITY USE APPLICATION FORM**

Name of Individual/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date and Time Required \_\_\_\_\_

Type of Function \_\_\_\_\_

Expected Number of Participants (Maximum 120) \_\_\_\_\_

RENTAL FEES:	HALL (includes 1 SKC staff)	\$60.00
	SKC KITCHEN WORKERS	\$20.00 EACH

I have read the Sister Kennedy Centre Rental Policy and agree to follow it. I understand that the rental request is not valid until paid in full.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Method of Payment      Cash/Cheque

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**SISTER KENNEDY CENTRE  
RENTAL AGREEMENT TERMS AND CONDITIONS**

1. All Municipal facilities are smoke free and alcohol free unless the necessary license has been approved and presented. The Town of Fort Frances Smoking Policy, Alcohol Policy and Facility Rental Policy apply to the rental of Sister Kennedy Centre. All Municipal by-laws will be strictly enforced.
2. A Facility Use Application Form must be submitted to the SKC manager. Rental fees must be received in advance of an event taking place.
3. Sister Kennedy Centre reserves the right to accept or refuse any rental application.
4. Users will be responsible for returning the room to its original arrangement. Nothing is to be affixed to the walls in such a way as to damage walls or remove paint.
5. Rental fees include hall and washrooms only.
6. When the kitchen is being used an SKC kitchen staff shall be in attendance to assist in the use of the kitchen and to prepare coffee/tea.
7. Rental fees do not include coffee and tea unless specified and paid for.
8. Rental does not include use of the pool tables, shuffle board or shop.
9. Users shall be invoiced for the cost of cleaning or repairs above and beyond normal wear and tear.

I have read and agree to adhere to the terms and conditions of this agreement.

Name of Organization \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_