

# THE TOWN OF FORT FRANCES

## Section: Community Services

### Policy: Facility Rental

**Creation Date:** June 2004

**Revised Date:** February 2019

**Resolution Number:** 084 (consent) 3/19

**Supersedes Resolution:** 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 ensure 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 policy or procedure manual:

- i. Memorial Sports Centre Ice (& Floor) Surfaces, Auditorium, Meeting Rooms, Squash Courts, and Swimming Pool
- ii. East End Hall
- iii. Townshend Theatre
- iv. St. Francis Sports Fields & Vanjura Park
- v. Sunny Cove Camp
- vi. Rainy Lake Market Square
- vii. Fort Frances Seniors Centre
- viii. Sorting Gap Marina

##### B. General

- i. All bookings are completed at the Memorial Sports Centre, 740 Scott Street, (807) 274-4561.
- ii. All bookings are not considered confirmed without a signed permit.
- iii. Rental rates are subject to change and are approved by Council annually as part of the budget process. If a rental/user fee increase takes place between the booking date and the event date then the user will be responsible for the difference. Rates will be implemented in order to span the program season so user groups are able to budget accordingly.
- iv. Priority for booking will be determined 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. Full payment is required at time of booking unless credit arrangements have been made with the Community Services Manager or designate. In the event of a cancellation, a minimum of two weeks notice in writing is required. Refunds will be subject to a 10% administration charge (or a minimum of \$10) and only eligible if proper notice has been received.
  - 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 bylaw 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 Community Services Manager.
  - x. It is the responsibility of the Community Services Manager to resolve all conflicts or disagreements. If a compromise cannot be reached his/her decision is final.
  - xi. Any change in by-laws or town policy that affect 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.

#### **4. FACILITIES**

##### **A. Ice (& Floor) Surfaces**

- i. All previous user groups will be required to submit the upcoming season's ice time requirements by 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) Playoffs, Tournaments, Figure Skating Ice Shows, Special Events
  - c) League Schedules, Figure Skating Competitions, 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 program time without interruption. The only exception to this will be provincial and national championships.
- 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. MSC staff must be notified of ice exchanged between users (for

operational adjustments) at least one week prior to the date(s) to be exchanged.

- v. All rentals are based on a 50-minute hour 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.

B. Swimming Pool

- i. All renters must abide by the Ontario Health Regulations for Type A commercial pools. It is the responsibility of the Program Director to ensure this.
- ii. All swim teams must arrange for their own certified lifeguards and backup first-aider. Lifeguard awards & first-aider certificates must be presented to the Program Director at least 1 week prior to rental.
- iii. All rentals are based on a 55-minute hour to allow for change over.
- 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. MSC staff must be notified of pool time exchanged between users at least one week prior to the date(s) to be exchanged.

C. Auditorium and East End Hall

- i. Payments are required at time of booking for all hall rentals except for regular renters who have arranged credit.
- ii. Where required, keys will be issued and the renter is responsible for securing the facility and supervising the event.
- iii. The smoking bylaw, municipal alcohol policy, rental agreement terms & conditions, and waivers must be read and signed off on the rental permit.
- iv. Ice must be purchased from the Town for auditorium rentals.
- v. Any damage and extra clean up due to abuse will be charged back to the renter. Under no circumstances is Town property to be removed from a facility without approval from the staff.
- vi. If available, one day prior to an event, a facility may be accessed for setup.
- 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 into the external dumpster (kitchen & bathrooms)
  - d) Stack tables and chairs on stage
  - e) Shut off lights
  - f) Renter must supply cleaning supplies, tea towels and dish cloths

D. Townshend Theatre

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

- ii. Cafeteria facilities are not included with the rental of the Theatre, users must book the cafeteria through Fort Frances High School.
- E. St. Francis Sports Fields and Vanjura Park
  - i. Under no circumstances will the consumption of alcohol or smoking be allowed at these facilities.
- F. Sunny Cove Camp
  - i. Available for bookings from May to September by calling 274-4561.
- G. Rainy Lake Market Square
  - i. The rental of the Market Square is under review for the first two years to determine best practice (2018-2019).
- H. Fort Frances Seniors Centre
  - i. The Senior Centre is available for rental by calling 274-7656.
- I. Sorting Gap Marina
  - i. Operates seasonally from May long weekend to Labour Day weekend.
  - ii. Dock slips can be purchased at the Memorial Sports Centre in May prior to season opening. Slip holders from the previous season will be contacted by the Community Services receptionist to renew their slip before April 15th.