



MUNICIPALITY OF HURON SHORES POLICY MANUAL

SECTION: RECREATION AND CULTURE

POLICY TITLE: RECREATION FACILITY RENTAL

POLICY NO: R-01

BACKGROUND

The Municipality of Huron Shores operations recreation facilities throughout the Municipality to provide opportunities for groups and the public to hold private and community programs, meetings, fundraisers, and other events. When recreation facilities are not in use for Municipal events or programs, community and recreation groups, non-profit organizations, businesses, and individuals are encouraged to rent and enjoy them.

PURPOSE

The purpose of this policy is to establish guidelines and requirements with respect to the rental of the Municipality of Huron Shores recreation facilities and to outline information regarding different types of rentals.

DEFINITIONS:

“Community Group” is a not-for-profit group that is facilitated by volunteers that offer programs and services aimed at enriching the community or meeting public needs. In order to be considered a community group, there shall be five or more ratepayers of the Municipality of Huron Shores.

“Non-Profit/Not for Profit Organizations” are associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, sport, recreation, or any other purpose except profit.

“Charitable Organizations” refers to a type of non-profit that is aimed at improving lives in the communities. Charitable organizations must be registered as a charity and operate exclusively for charitable purposes.

POLICY STATEMENT:

This policy applies to all individuals and groups renting or applying to rent the Municipality of Huron Shores facilities. The Municipality and renters must meet and follow all conditions outlined in the respective Rental Agreement. Facility rental requests must be submitted to and be approved by the Municipality of Huron Shores prior to occupying any rental space.

The Municipality reserves the right to refuse any rental request. Rental conditions may be affected by unforeseen emergency situations (e.g. building conditions, weather events, public health related closures, or protocol changes).

GUIDELINES:

Renter Responsibilities:

Individuals or groups renting any Municipal facilities must review and meet all guidelines, procedures, and conditions of their Rental Agreement, to be signed prior to the rental. As such, rental responsibilities must be upheld as they relate to scheduling considerations, insurance requirements, proper usage (i.e. cleanliness and condition, equipment use), cancellation processes, information the Municipality of third-party contracts, payment schedules and deposits, and following any legal and privacy related considerations.

Types of Rentals:

The Municipality offers the following rental opportunities depending on intended use and stakeholder group:

- **Private Rental:** A rental intended for one-time use by any group, organization or user. This may involve any group, organization or user renting a facility. This typically includes rentals for events such as parties, meetings, celebrations, etc.;
- **Recurring Rental:** This consists of any group, organization or user renting a facility, typically on a recurring basis;
- **Fundraising Rental:** A special event rental for the purposes of fundraising by a Community Group, Non-Profit/Not for Profit Organization or Charitable Organization.

Application of Rental Fees:

The Municipality offers the following rental discounts depending on the intended use and stakeholder group:

- **Private Rental:** a rental by a group, organization or user for a private function, program or service that is for profit or for personal use shall be charged **100%** of the total rental fee as per Schedule B of the User Fees By-law.
- **Recurring Rental:** a rental by a not-for-profit organization or community group that is facilitated by volunteers to offer programs and services aimed at enriching the community or meeting public needs shall be charged a one-time day rental fee, as per Schedule B of the User Fees By-law, to be paid at the start of the recurring rental and annually thereafter.

- **Fundraising Rental:** a rental by a not-for-profit organization or community group, or individual whose primary purpose is to raise money for a cause, charity or non-profit organization shall be charged **50%** of the total rental fee as per Schedule B of the User Fees By-law.

EXCEPTIONS:

Exceptions to this policy shall be approved by resolution of Council.

REVIEW OF POLICY:

This policy is reviewed as required and is subject to change following new experiences or knowledge.

Approval Date:		Approved by:	
1.Amendment Date:		Approved by:	
2.Amendment Date:		Approved by:	
3.Amendment Date:		Approved by:	