

**M.D. of Opportunity No. 17**  
**RECREATION POLICY**

**TITLE: Indoor Facility Booking Policy**

**EFFECTIVE DATE: March 12, 2014**

**POLICY NUMBER: R.1**

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**Philosophy**

Municipal District of Opportunity No.17 will provide facilities for use to enhance the quality of services while reflecting and respecting the diverse cultures of its communities.

**Purpose of Policy**

The intent of this policy is to provide residents guidelines for the rental of the Municipal District of Opportunity No. 17 owned and operated Facilities.

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**Definitions**

Facilities - Community Halls, Board rooms, Field House, and Arenas

Facility User – Person or organization renting an MD Facility

Legal Age – Defined by Provincial law

Liability Insurance – \$5,000,000 minimum when alcohol is being served (PAL)

**Policy Statements**

1. Mutual respect will be demonstrated by the MD representatives and facility users.
2. Facilities are to be managed in a cost-effective and efficient manner and shall be kept in good state with regular maintenance and upgrades.
3. The MD is not responsible for lost or stolen articles, or injury incurred.
4. Only persons of legal age shall be allowed to book a Facility.
5. The person signing the agreement is ultimately responsible.
6. Alcohol will only be permitted in the following facilities: Wabasca Arena (upstairs only), Wabasca Community Hall, Sandy Lake Community Hall, Red Earth Community Hall, Trout Lake Community Hall, Peerless Lake Community Hall and Calling Lake Community Complex Hall.
7. Facility Users must obtain all required licenses, and insurance requirements of the MD of Opportunity, Alberta Gaming and Lottery Commission and Alberta Liquor Control Board.
8. Facility Users must provide adequate and identifiable security personnel for alcohol events as directed by Management.

9. Rental fees shall be waived for:

- a. Wakes(not involving alcohol);
- b. Meetings less than 3 hours;
- c. Organized youth programs or activities;
- d. Events at the discretion of Council.

10. Facility Users are responsible for set-up and clean-up. Hours for clean-up must be pre-arranged at time of booking. Failure to complete clean-up within arranged time shall result in loss of the security deposit.

11. Facility Users shall be given time for set up on the day before their event - 4 pm to 10 pm:

- Flexibility is dependent on the availability of MD staff
- Set up time shall not exceed 6 hours

12. Users that damage/misuse the facilities will be charged damage deposit for future events.

13. Facility Users can ask to have their deposit revolve or be held for future use (often very convenient for Facility Users that use hall many times).

14. Funerals and wakes do not take precedence over any community hall events that have paid a rental fee/deposit.

15. Booking made for a MD function are exempt of any fees.

16. Deposits are required to secure booking dates.

Policy Schedules:

- Schedule A - Facility Rental Rates
- Schedule B - Deduction Schedule
- Schedule C – Cleaning Checklist

**MD #17 FACILITY RENTAL RATES - WABASCA**

	FEE	DEPOSIT
<b><u>Lakeview Sports Centre – No Church Services &amp; No Alcohol</u></b>		
Profit Events, Admission Events	\$1,000	\$1,500
Community Events (No Admission), Meetings, Non Fundraising, Non Profit	\$500	\$1,000
Tournaments (2-3 Days max 22 hours)	\$400	\$400
Kitchen Only (per day)	\$500	\$1000
<b><u>Community Hall</u></b>		
Profit & Admission Events – No Alcohol	\$500	\$1,000
Admission Events with alcohol.....	\$1000.....	\$2,000
Weddings with alcohol.....	\$1000.....	\$2,000
Weddings, Birthdays or Anniversaries without alcohol.....	\$500.....	\$1000
Community Events or Meetings - No Fee..... (No Fundraising, Non Profit Groups)	NC .....	\$500
Church Services	\$300	\$500
Wakes	NC	NC
<b><u>Arena Venue Room (Upstairs)</u></b>		
Profit Event with Alcohol & Admission	\$300	\$300
Birthday Party	\$25/HR	NC
Meetings with Industry	\$25/HR	NC
Meetings – Community	NC	NC

**\*NC = No Charge**

**Motion to Charge Non-Profit**

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**MD #17 FACILITY RENTAL RATES – RED EARTH**

	<b>FEE</b>	<b>DEPOSIT</b>
<b><u>Community Hall</u></b>		
Profit Event, Alcohol or Admission	\$300	\$300
Community Events, Meetings, No Fundraising, Non Profit	NC	NC
Church Services – 4 Hours on Sunday	NC	\$100
All Other Church Events lasting more than 4 Hours	\$25/HR	\$100
<b><u>Multipurpose Room (No Alcohol)</u></b>		
Community Events, Meetings, Non Profit	NC	\$100
Birthday Party	\$25/HR	NC
<b><u>Board Room is only for council</u></b>		

\*NC = No Charge

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**MD #17 FACILITY RENTAL RATES – CALLING LAKE**

	<b>FEE</b>	<b>DEPOSIT</b>
<b><u>Recreation Centre – No Alcohol-No Wakes</u></b>		
Profit Events	\$500	\$600
Community Events Meetings, Non Fundraising, Non Profit	\$300	\$600
<b><u>Community Hall</u></b>		
Profit Events, Alcohol/Admission	\$400	\$400
Community Events - No Fee, Meetings, Non Fundraising, Non Profit	NC	\$100
Church Services – 4 Hours on Sunday	NC	NC
All Other Church Events lasting more than 4 Hours	\$25/HR	\$100
Birthday, Showers – No Alcohol	\$25/HR	NC
<b><u>Wakes</u></b>	<b><u>NC</u></b>	<b><u>NC</u></b>
<b><u>Community Hall Board Room (No Alcohol)</u></b>		
Community Events, Meetings, Non Profit	NC	NC

\*NC = No Charge

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**MD #17 FACILITY RENTAL RATES – SANDY LAKE**

	FEE	DEPOSIT
<b><u>Community Hall</u></b>		
Community Event – Wakes No Fee/Deposit, Meetings, Non Fundraising, Non Profit	NC	NC
Weekend Event with no Alcohol (Friday, Saturday, Sunday) *Individuals, Groups or Organization may only have 1 weekend per month	\$100	\$100
Profit Event, Alcohol or Admission	\$500	\$600
Community Event Wakes No Fee/Deposit, Meetings, Non Fundraising, Non Profit	NC	NC
Wedding/Anniversary with No Alcohol	\$100	\$100
Anniversary Lunch/Supper with No Alcohol	\$25/HR	NC
Birthday Party	\$25/HR	NC

\*NC = No Charge

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MD #17 FACILITY RENTAL RATES – CHIPEWYAN LAKE

	FEE	DEPOSIT
<b><u>Community Hall</u></b>		
Profit Event, Alcohol or Admission	\$400	\$400
Community Event Wakes No Fee/Deposit, Meetings, Non Fundraising, Non Profit	NC	NC
Church Services – Up to a maximum of 8 Hours	NC	NC

\*NC = No Charge

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**MD #17 FACILITY RENTAL RATES – TROUT LAKE**

	<b>FEE</b>	<b>DEPOSIT</b>
<b><u>Community Hall</u></b>		
Profit Event with Alcohol/Admission	\$400	\$400
Community Event – Wakes No Fee/deposit, Meetings, Non Fundraising, Non Profit	NC	NC
Local Church Groups Only – Up to a maximum of 8 Hours	NC	NC

\*NC = No Charge

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**MD #17 FACILITY RENTAL RATES – PEERLESS LAKE**

	<b>FEE</b>	<b>DEPOSIT</b>
<b><u>Community Hall – No Church Services</u></b>		
Profit Event with Alcohol/Admission	\$400	\$400
Community Event – Wakes No Fee/Deposit, Meetings, Non Fundraising, Non Profit	NC	NC
Local Church Groups Only – Up to a maximum of 8 Hours	NC	NC

\*NC = No Charge

APPROVED ON DECEMBER 14, 2011– MOTION #0720-2011-17MDC  
AMENDED ON JANUARY 29, 2013 & APPROVED ON FEBRUARY 13, 2013 – MOTION #088-2013-17MDC

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SCHEDULE "B" – R.1 POLICY

Indoor Facility Booking Deduction Schedule

WWWFC is not included in this agreement.

Any or all of the Security Deposit may be kept for the following reasons:

1. Violations of any portion of the "Indoor Facility Rental Agreement"

2. Cancellations:

<b>Description</b>	<b>Deduction</b>
14 days or less from date of the event	25% of Security Deposit
7 days or less from date of the event	50% of Security Deposit
Cancellation due to extenuating circumstances	Manager of Recreation is authorized to determine whether or not the Facility User qualifies for a full or partial refund of Security Deposit; a minimum of 10% or \$15.00 whichever is greater.

3. Upstairs Area in Arenas & Board Rooms:

<b>Description</b>	<b>Deduction</b>
Cleaning	10% of Security Deposit <b>per listed item in each category</b> not cleaned as per Cleaning Checklist
Damages	Cost of repair

4. Community Halls and all other Facilities:

<b>Description</b>	<b>Deduction</b>
Cleaning	25% of Security Deposit <b>per listed item in each category</b> not cleaned as per Cleaning Checklist
Damages	Cost of repair

5. Those not paying a damage deposit and violates of any portion of the "Indoor Facility Booking Policy" shall be required to pay a damage deposit for next use.



**SCHEDULE "C" – R.1 POLICY**

**Facility Rental Cleaning Checklist**

**Main Hall & Lobby**

Description	Facility User Initials	Facility Operator Initials
Sanitize all tables and put away neatly in table and chair room		
Stack chairs neatly 8 high and put away neatly in table and chair room		
Place all garbage in provided garbage bins		
Recycle all recyclable items and remove		
Take down all decorations		
Sweep floors & spot mop		
Clean and vacuum stage		
Spot wash all walls in entire facility		
Bar,sink,floor,fridge		

**Washrooms**

Clean all toilets, urinals, sinks and counters		
Empty feminine supplies containers		
Clean mirrors		
Remove garbage and replace bags		
Sweep and mop		

**Outside**

Pick up all litter, cigarette butts and broken glass		
Ensure entire grounds are neat and tidy		
Foliage Maintenance		

**Kitchen**

Sinks cleared of debris wash and sanitize		
Clean dishwasher and clear of debris		
Wash and put away all dishes, glasses, cutlery		
Sanitize all kitchen tables, counters		
Remove all unused food		
Make sure stove and oven are cleaned and pilot light is still lit		
Empty all garbage and replace the bags		
Sweep and mop the kitchen floor		
Turn off the exhaust fan(s)		
Griddle/grease trap		
Fridges and Freezers cleared ,washed and sanitized		
Wash all cooking items and return to bins		
Wash all buffet warming and serving carts		



Facility Booking Check List

Date of Booking: \_\_\_\_\_

<i>To be completed by Facility Booking Staff</i>	Date	Initial
NAME:		
DATE OF EVENT:		
<ul style="list-style-type: none"> <li>• Name of Facility User:</li> </ul>		
<ul style="list-style-type: none"> <li>• Appendix B - "Rental Agreement" reviewed, completed and signed</li> </ul>		
<ul style="list-style-type: none"> <li>• Appendix C - "Facility Rental Invoice" completed, security deposit received in full and receipt filed</li> </ul>		
<ul style="list-style-type: none"> <li>a. Payment method &amp; amount: cheque/cash/Visa/MasterCard \$ _____</li> </ul>		
<ul style="list-style-type: none"> <li>• Appendix D - "Facility User Checklist" reviewed</li> </ul>		
<ul style="list-style-type: none"> <li>• Schedule B - "Deduction Rates" reviewed</li> </ul>		
<ul style="list-style-type: none"> <li>• Schedule C - "Cleaning Checklist" reviewed</li> </ul>		
<ul style="list-style-type: none"> <li>• Appendix E - "Supervision (Security) Checklist" reviewed</li> </ul>		
<ul style="list-style-type: none"> <li>• Appendix G - "Liquor Information" with regard to Liquor Liability Insurance and liquor license reviewed (if alcohol being served)</li> </ul>		
<ul style="list-style-type: none"> <li>• Appendix H - Alberta Gaming &amp; Liquor Commission "Responsibilities of a Licensee" reviewed (if alcohol being served)</li> </ul>		
Call the Facility Operator to set up walk through of the facility pre and post event with the Facility User: Date notified _____		
Facility Operator: _____ Date: _____		
Full rental fee paid no later than 7 days prior to the event		
1. Payment method and amount: cheque cash visa/mastercard \$ _____		
2. Facility User has Liquor Liability Insurance (if alcohol event)		
3. Facility User has their Liquor Permit ( if alcohol event)		
4. Facility User given contact information of person who is on-call for this function		
5. Facility Operator: _____ Contact Number: _____		
6. Facility User reminded to review terms of Rental Agreement, procedure for final walk-through, checklists for cleaning, supervision, deduction rates		
Walk-through inspections		
1. Pre-event walk through completed (Appendix F)		
2. Post-event walk through completed (Appendix F)		
Appendix F - "Damage and Refund Report" received from the Facility operator		
If there are NO DAMAGES to facility		
1. 100% of the Refund given back (within 30 days of post-event inspection)		
2. Damage and Refund Report given to Accounts Payable for payment		
3. Amount of Refund: \$ _____		
If there ARE DAMAGES to the Facility:		
1. Notify the Manager of Recreation		
2. Assess the damages		
3. Prepare the damage refund report		
4. If any funds are owed to Facility User after damages paid, Damage and Refund Report given to Accounts Payable for payment.		

MD Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_