



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

Policy Name: Facility Usage Policy

Policy Type: Operations

Policy Number: OP-001-2015

Effective Date: October 13, 2015

Revision Date:

1. PURPOSE

The purpose of this policy is to document for staff, residents, and renters of procedures to be followed in the booking of Township facilities for rental and the obligations of the Township and renter when a facility is booked/rented.

2. POLICY STATEMENT

The Township of Georgian Bay is committed to providing an atmosphere where recreational and community social activities are supported and encouraged.

3. SCOPE

This policy applies to the rental or use of the facilities identified in **Appendix A**.

4. RESPONSIBILITY

The Operations Department is responsible for administration of this Policy.

5. PROCEDURES

The following procedures must be adhered to:

a. Facility Use Application:

- Users of a Township facility must fill out a Facility Use Application (**Appendix B**).
- Facility Use Applications are available on the Township website, by email at bwcc@gbtownship.ca or upon request from the Township Office. Application forms are also available at the Township office at 99 Lone Pine Road in Port Severn, Ontario.
- Reservations are booked on a first confirmed booked/first served basis. A Booking Deposit (25% of Rental Fee) and 100% Damage Deposit must be received prior to confirmation.
- Reservations are accepted up to two years in advance.



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- Booking requests less than 7 days in advance for non-alcoholic or less than 14 days in advance for alcoholic functions are considered at the Township's discretion.
- Parties on the application must be at least 21 years of age and must be present during the event.
- Up to 2 adults may be listed on the Facility Use Agreement as applicants.
- Only applicants are authorized to sign rental checklists or make changes to a booking.
- Applicants assume full responsibility for their party and guests in case of injury, damage, theft or disturbances during the event.

* Note: Township of Georgian Bay reserves the right to adjust deposit amounts based on party size and activities.

b. Rental Fees:

Rental Fees are shown in **Appendix C**.

c. Deposit amounts:

Damage Deposit Amounts are shown in the rental Fees Table in **Appendix C**.

- 25% of the Rental Fee
- 100% of the Damage Deposit is due prior to confirmation a facility booking;
- Refunds are contingent upon the condition of the facility following the event;
- Payment methods accepted are: Visa/MasterCard, Cash, or Money Order

6. Facility Rental Fee Exemptions

This section does not apply to the rental of the MacTier Arena ice surface.

A reduced rate or rate exemption for the rental of a facility may be negotiated with the Township's Director of Operations for the following users:

- Not for profit groups based in the Township;
- Lake Associations hosting regular meetings for all members;
- Community groups whose primary focus is the protection of the natural environment;



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- charitable fund raising events.

In the event that a potential user requests exemption or a reduction in the rental rate from the Township and is refused by the Director of Operations the applicant has the right to appeal to Township Council through the Committee of the Whole. Any appeals of this type must be coordinated through the Township Clerk.

Users who are granted free use of Township facilities may be required to pay the Township a per-person fee. For example an exercise program may be required to pay the Township \$2/hour per person participating in the program. The requirement for a per-person fee shall be at the discretion of the Director of Operations.

The Director of Operations shall report to Council at the end of each calendar year the groups receiving Rental Rate Assistance and the amount of revenue which was offset through this program.

Requests for a facility rental fee exemption to hold a charitable fund raising event must be accompanied by a proposed budget sheet showing the estimated expenses and revenues and identifying the recipient of any excess funds.

Users who are granted free use of Township facilities for a charitable fund raising event must provide the Township with a financial statement within 45 days after the event showing revenues, expenses, and recipients of excess funds.

If free use of a Township facility is granted the user is still responsible for other requirements of this policy such submission of a facility rental application, insurance, and/or a damage deposit.

7. RECREATIONAL PROGRAM IMPLEMENTATION ASSISTANCE

This Section does not apply to the MacTier Arena Ice Rental.

The Township of Georgian Bay wishes to assist small businesses and individuals based in the Township with establishing recreational programming in the Township which will benefit full time and seasonal residents. Therefore the Township has established the Recreational Program Implementation Assistance (RPIA) program.



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Upon approval by the Director of Operations the Township will provide up to 1.5 hours of facility usage rent free twice a week for up to 12 months to assist individuals and small businesses in establishing recreational based programming within the Township.

The following principles must be met:

- The program primarily benefits full time or seasonal residents in the Township of Georgian Bay;
- The program must encourage or support physical or mental wellbeing.

Users interested in accessing the RPIA must submit a Facility Use Application along with a letter requesting the application of the RPIA. The Director of Operations shall be responsible for overseeing the program.

Users who are granted free use of Township facilities may be required to pay the Township a per-person fee. For example an exercise program may be required to pay the Township \$2/hour per person participating in the program. The requirement for a per-person fee shall be at the discretion of the Director of Operations.

In the event that a potential user requests Rental Rate Assistance from the Township and is refused by the Director of Operations the applicant has the right to appeal to Township Council through the Committee of the Whole. Any appeals of this type must be coordinated through the Township Clerk.

The Director of Operations shall report to Council at the end of each calendar year the groups receiving Rental Rate Assistance and the amount of revenue which was offset through this program.

Users who are granted free use of Township facilities under the Recreational Program Implementation Assistance program will be required to provide the Township with a financial statement at the end of the years detailing revenues and expenses for the program along with participation numbers for each date the program was offered. This statement must be submitted to the Township by February 15 of each year.

If free use of a Township facility is granted the user will still be responsible for other requirements of this policy such submission of a facility rental application, insurance, and/or a damage deposit.

8. Funerals/Celebrations of Life



Township facilities are available without charge for Funerals/Celebrations of Life for Township residents upon availability. Time limits for the use of the facility may be implemented at the discretion of the Director of Operations.

If free use of a Township facility is granted the user will still be responsible for other requirements of this policy such submission of a facility rental application, insurance, and/or a damage deposit.

9. Equipment Rental

The Township has equipment such as tables and chairs that can be rented. The cost for rental is included in **Appendix C** of this Policy. Prior to using equipment rented from the Township the renter shall inspect each piece of equipment to ensure it is in safe working condition.

10. PRE-EVENT DETAILS

The Township strongly recommends renters of Township facilities liase with Township staff well before the usage to ensure that expectations will be met.

11. INSURANCE

All users of Township facilities must have insurance. The Township must be named as Additional Insured.

Insurance can be obtained from third party providers or through a program offered by BFL Canada which the Township assists with administrative support.

The minimum amount of insurance required whether through a third party or BFL Canada is generally based on the Facility Users Rating Guide which is attached in **Appendix D**.

- A minimum of \$2,000,000 insurance is required for any activity listed as a Low or Medium Risk on the BFL Rating Guide.
- A minimum of \$5,000,000 insurance is required for any activity listed as a High Risk on the BFL Rating Guide.
- A minimum of \$2,000,000 insurance is required for any hourly usage of a facility for Ice Hockey, Ball Hockey, Lacrosse, Floor Hockey, Roller Hockey, Ringette, or Kabaddi.



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A minimum of \$5,000,000 insurance is required for any activity involving the consumption of alcohol whether sold or brought to the facility. The Township must have copy of the valid Liquor License prior to the event for the insurance to be in effect.

As noted above the amount of insurance required is generally based on the requirements above. Township staff reserve the right to require additional at the discretion of the Director of Operations.

1. Rental Rules and Regulations

The Township facility rental Rules and Regulations are included in **Appendix E**.

Approval Date: _____

CAO Signature: _____



Appendix A

List of Facilities

MacTier Arena (any part of building)

Baxter Ward Community Center (any part of building)

Township Office (any part of building)

Community Services Building (any part of building)

Stewart Lake Beach

Honey Harbour Park

Honey Harbour Outdoor Rink

Baxter Ward Community Center Outdoor Rink

Baxter Ward Soccer field

Gibson Lake Baseball Field

Baxter Ward Baseball Field

MacTier Baseball Field



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Appendix B

Facility Use Application



Appendix C

Schedule of Fees
(ensure most up to date from Fees By-Law)



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Appendix D

BFL Canada Insurance Information



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Appendix E

Rules and Regulations