
POLICY NO. 6

POLICY GOVERNING USE OF MUNICIPAL FACILITIES

It is the intent of the Barrington Municipal Council to make available to community organizations within the municipality, the use of the Court Room and Conference Room located in the Administrative Centre, Program Rooms located in the Municipal Library and Robertson Building and the Sherose Island Recreation Centre for meetings at no cost.

Community organizations shall generally be defined as those non-profit organizations with open membership. It shall also include sports and recreational organizations whose membership is open but limited to the number, such as ball teams.

The facility will also be made available free of charge to the following:

- tenants of the Administrative Centre
- Nova Scotia Legal Aid
- Department of Justice - Small Claims Court
- Federal or Provincial Task Force
- Select Committees of the Legislature
- Assessment Appeal Court
- Nova Scotia Utility and Review Board

Facilities shall also be made available to departments and agencies of other levels of government for the prescribed fee indicated below.

ADMINISTRATIVE CENTRE

Room bookings are to be made through the Municipal Office at (902) 637-2015.

There shall be a rental charge for use of the Conference Room, the Court Room, office space or other space which shall be set by resolution of Council.

Cheques are made payable to the Municipality of Barrington and shall be paid at the Municipal Office.

Smoking and the use of alcoholic beverages are prohibited.

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BARRINGTON MUNICIPAL LIBRARY AND ROBERTSON BUILDING

The Program Room may be rented for mornings (8:30 a.m. - 12:00 p.m.), afternoons (1:00 p.m. - 5:00 p.m.) and evenings (6:00 p.m. - 10:00 p.m.).

Bookings for Program Room(s) are to be made through the library staff at (902) 637-3348.

There shall be a rental charge for use of the Program Room, which shall be set by resolution of Council.

Cheques are to be made payable to the Municipality of Barrington and shall be paid at the Municipal Office.

In addition, at the end of each month, the library staff will provide the Municipal Office with a list of all groups who have used the room.

Smoking and alcoholic beverages are prohibited.

SHEROSE ISLAND RECREATION CENTRE

The following are policies that will govern the use of the Sherose Island Recreation Centre.

The Recreation Centre is the responsibility of the Barrington Municipal Recreation Department.

The Recreation Director is responsible for the bookings, usage and to ensure that the maintenance of the facility is taken care of.

Non profit organizations who wish to use this facility for meetings may do so at no charge providing they are on the list which the Municipality has approved.

Businesses who wish to use the facility for meetings will be able to do so at the rate set by resolution of Council.

Individuals who wish to use the facility for birthday parties, anniversaries, baby/wedding showers, and similar non-alcoholic events, may do so at the rate set by resolution of Council.

Those who wish to use the facility for a private event, such as a dance, etc., will pay a rental fee set by resolution of Council upon signing the rental contract.

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A refundable damage deposit for special events like weddings, dances, etc., will be taken in the amount of the fee set by resolution of Council upon signing the rental contract to cover damages, clean up or missing items if there are any.

Clean up is the responsibility of the individual or organization renting the facility. A clean up time will be issued prior to renting the facility upon mutual agreement and if not cleaned up satisfactorily by this time, then clean up cost will be deducted from the security deposit.

If damage occurs during any function in or around the facility, then future usage of the facility by the same group may be prohibited upon a decision of the Committee of the Whole.

Social functions involving alcohol must have licensed security in attendance.

All dances involving alcohol must have two (2) licensed security or engaged R.C.M.P. Officers in attendance.

No Smoking permitted.

The individual organizations are responsible for obtaining any licenses that are required and they are responsible to produce liquor permit prior to event.

Effective June 1, 2012, Private Instructors renting the facility to offer programs, including exercise classes, will be charged a rental fee as set by resolution of Council per session. Insurance coverage for such rentals shall be required including a Certificate of Insurance listing the Municipality of Barrington as "Additional Insured". The Certificate of Insurance shall be provided to the Recreation Director prior to the first class being held.

For programs initiated by the Recreation Department instructors will not be charged. The instructor will be hired by the Recreation Department on a contract basis and paid for their services. All revenue from the registrations will go to the Recreation Department. Insurance shall be provided by the Recreation Department.

Use of the facility must be approved by the Recreation Director.

BARRINGTON MUNICIPAL ARENA

See Policy 62 “Barrington Municipal Arena Policy” for information relating to the use of the Arena.

BENEFIT CONCERTS AND FUNDRAISERS

Upon written request, the Municipal Clerk may provide free use of the Arena (See Arena Policy), Recreation Centre, Municipal Library or municipal property to local resident(s) for the purpose of holding a benefit fundraiser for individual(s) in need due to hardship.

The Municipal Clerk may also provide free use of municipal facilities or property to local non-profit community organizations for fundraising events to assist individuals in need or for their own organization.

Council Members will be notified by email when requests are either approved or denied by the Municipal Clerk, so that they have been informed.

This will not include any fundraiser involving alcohol or requiring security.

All approvals will be subject to availability.

Requests will be considered on an individual basis.

The authorized users of the facilities shall be responsible for the care of the premises and shall ensure that all lights are out, doors secured and key returned.

The above facilities shall only be available when not required by Council or Committees of Council and must be reserved in advance. Permission is subject to cancellation if required for municipal use.

Any request not covered above must be submitted to the Committee of the Whole Council by the applicant.

Approval by Council October 13, 1999
Revised by Council August 11, 2008
Revised by Council March 26, 2012
Revised by Council February 25, 2013
Revised by Council June 22, 2015

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members: **May 25, 2015**
Date of Amendment of Policy: **June 22, 2015**

I certify that Policy No. 6, "Policy Governing Use of Municipal Facilities" was amended by Council as indicated above.

Clerk

Date

