SUMMER VILLAGE OF WHITE SANDS

Prepared by:	Administration	**Number**:	HAL 5.1 (Formerly Policy III)
Adopted by:	White Sands Council	**Date**:	October 4, 2003
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Title: Multi-Purpose Hall Rental and Use Policy

1. **Purpose:** To clearly outline how the multi-Purpose Hall is to be used, cleaned, and left after each use so it remains ready for the next group.

2. **Who this applies to:** This policy applies to all users, including renters, community groups, and municipal use. Everyone must follow the same standards unless otherwise authorized by Administration.

3. **Definitions**

***Community User Group**s* means a local non-commercial group of individuals, whether formally organized or informal, who regularly use the Municipal Hall or its facilities for recreational, social, wellness, or community-building activities that are open to, or intended to benefit, residents of the municipality.

Community User Groups may include activities such as fitness classes, card games, hobby groups, or similar low-impact gatherings. These groups are not operating for profit and are not acting on behalf of an external organization or private business.

Community User Groups do not have exclusive or priority rights unless otherwise approved by the Municipality.

Hall Society Sanctioned Events means an event, program, or activity that has been formally reviewed and approved by the Hall Society or recognized by the Municipality as part of the historical or ongoing community programming traditionally delivered through the Hall Society.

These events are typically community-focused, non-commercial in nature, and may include recurring or special events that contribute to the social and cultural fabric of the municipality. All Hall Society Sanctioned Events are subject to municipal policies, scheduling, and operational oversight.

Recognition of sanctioned status does not grant exclusive use or override municipal authority.

4. Key Expectations:

The hall must be left clean and ready for the next user immediately or as agreed in the agreement.

If the next group cannot walk in and use the space immediately, the clean-up is not complete and charges may apply.

5. Booking and Use:

1. A booking is required for all uses, including Community User Groups and Hall Society Sanctioned Events.
    a. Reoccurring Community User Groups may be required to register annually with the municipality.
2. Booking time includes set-up and clean-up.
3. The hall must be vacated by the end of the booking time
4. Maximum capacity as per the :
    a. 75 people with tables and chairs
    b. 90 people with chairs only

5. Damage Deposit:

1. A damage deposit is required as per the Fees and Service Bylaw
2. The deposit may be used for:
    - Cleaning
    - Garbage removal
    - Repairs
    - Staff time
3. If costs exceed the deposit, the user will be invoiced

6. Clean-Up Requirements:

The hall must be returned to a **clean, ready-to-use condition**. The municipality will provide and stock the basic cleaning supplies for the use of rentals and user groups.

6.1 General Areas

Users must:

- Remove all decorations and materials
- Wipe all tables and put them away
- Stack and store chairs properly
- Sweep floors
- Clean all spills and visible marks - Mop floors if dirty (mud, food, drinks, or heavy use) - Remove all garbage to outside bins.

6.2 Kitchen (if used)

- Wash and put away dishes
- Clean counters and appliances

- Remove all food

6.3 Washrooms

- Remove garbage
- Wipe obvious spills (floors, counters, fixtures)
- Leave in a clean and usable condition

6.4 Before Leaving

- Turn off lights
- Reset thermostat
- Lock doors

6.5 Storage Shed

- Any chairs used from the shed, must be returned and stacked orderly fashion
- Any tables used from the shed, must be cleaned/wiped down and returned to the shed in an orderly fashion.
- Lock Shed

6.6 Report Damaged and/or Inoperable Items

- Any damaged and/or inoperable items, including dishes, appliances, or other municipal property, must be reported to the municipal office verbally or in writing during or immediately following the rental period.

Note: The municipality provides periodic deep cleaning only. Users are responsible for leaving the hall clean after each use.

7. <u>Inspection:</u>

7.1 The hall will be inspected within 48 hours

7.2 The deposit will be:

a. Returned if everything is acceptable
b. Partially deducted if cleaning is required
c. Fully withheld (or additional charges applied) if significant issues are found
d. Returned within 10 business days

8. <u>Garbage</u>

- All garbage must be placed in exterior bins
- No overflow or loose garbage
- Failure to manage garbage will result in charges

9. <u>Alcohol</u>

- Users must comply with Alberta Gaming, Liquor and Cannabis (AGLC) requirements
- Permits are the responsibility of the user

10. DECORATIONS AND EQUIPMENT

Decorations

Decorations are permitted; however: - Only approved methods may be used (e.g., removable hooks or painter's tape) - No nails, staples, duct tape, or damaging adhesives - **All adhesive residue must be fully removed** - All decorations must be removed after use

Any damage or additional cleaning required will be charged to the user.

Tables and Chairs

Tables and chairs are intended for indoor use.

Limited outdoor use (e.g., small eating area directly outside the entrance) is permitted if: - Items remain on municipal property - Furniture is protected from weather damage - All items are cleaned and returned inside in original condition

The user is responsible for any damage, loss, or additional cleaning.

11. Building Use

- Do not tamper with mechanical, electrical, or safety systems
- Thermostats may be adjusted during use but must be reset before leaving
- Report any issues immediately to the Summer Village

12. Access and Lockbox Use

- The facility is accessed through a secure lockbox system managed by the Summer Village

General Access

- Access codes will be provided prior to the booking period
- Users must return the key to the lockbox immediately after use
- The facility must be secured upon departure

Code Use

- Access codes are confidential and must not be shared
- Codes may be changed at any time by the Summer Village

One-Time Users

- Codes are valid only for the approved booking period

Recurring Users (e.g., weekly groups)

- May be assigned authorized users and a standing access schedule
- Must designate a primary key holder (and optional alternate)
- Must follow all policy requirements for each use

Responsibility

The assigned user/key holder is responsible for: - Proper use of the facility

- Ensuring the hall is cleaned and secured - Returning the key to the lockbox

Non-Compliance

Failure to follow access requirements may result in: - Loss of access privileges - Charges for damages or misuse - Code changes or removal from authorized user list

13. Not Allowed

- Smoking or vaping inside
- Damage to walls or surfaces
- Removing municipal property off-site
- Covering exit signs or safety equipment
- No overnight camping, tenting, sleeping in vehicles, or overnight accommodation use of the facility or surrounding municipal property

14. Enforcement

Failure to follow this policy may result in:

- Loss of damage deposit
- Additional charges
- Refusal of future bookings