



The District of Wells Rental Policy for Municipal Facilities

Purpose

The purpose of this policy is to establish guidelines for the rental of any municipal facility owned by the District of Wells.

General

1. User groups must obtain their own liability insurance for all events and uses. A copy of the insurance must be given to the District prior to the event, otherwise the deposit will be forfeited and the rental will be cancelled.
2. User groups are required to meet all Provincial requirements including obtaining a "Special Occasions License" for events where liquor will be served or made available. A copy of the "Special Occasions License" must be given to the District before the event takes place.
3. User groups must comply with all District of Wells Bylaws including but not limited to the Noise Control Bylaw No. 93, 2008.
4. Events where liquor will be served or made available will not be allowed in the Wells/Barkerville Community School unless District of Wells Council approves a special exemption for the specific event.
5. User groups must notify the District of Wells office immediately of any cancellation so that booking may be reassigned. 24 hour cancellation notice must be given or the deposit will be forfeited.
6. Events must be supervised, at all times, by a designated responsible adult named in the rental agreement. If this person is unavailable at the time of the event, the name and contact number of an alternate person shall be made known to the District of Wells and a new contract signed.

Fees/Contracts

7. A rental contract for the facility shall be executed prior to the rental taking place and all rental fees, security deposits, insurance documents and applicable licenses shall be paid or supplied to the District before keys are released. Keys will be available for pick up at the District of Wells office Monday to Thursday, 9:00 AM to 4:30 PM.

8. The contact person signing the Rental Agreement is responsible for all damages to the rental space and equipment and for ensuring clean-up is completed and doors locked at the end of the booking.

Booking Requests

9. A security deposit shall be deposited with the District for all events and shall be retained to cover costs in the event of damage or loss to the facility resulting from the event. Should the security deposit be insufficient to cover the costs of repair or loss, the renter will be liable to the District for any additional amounts up to the District's applicable insurance deductible limit.
10. Renters may request time for the setup or cleanup of rental spaces in buildings prior to, or following, building occupation or event dates and may be granted permission to do so by municipal staff providing such requests can be accommodated without interfering with other rentals or municipal operations, or incurring additional costs to the District.
11. The rental space shall be inspected by an employee of the District of Wells before the security deposit is refunded.
12. All accidental damages or irregularities must be reported immediately to one of the emergency contacts for the District of Wells.
13. The normal charge for any rental of a municipal building space, other than those rentals taking place under a negotiated annual contract, shall be those rates specified in the Fees and Charges Bylaw unless otherwise exempted within this policy.
14. Events undertaken by the Parent Advisory Committee (PAC) at the Wells/Barkerville Community School for the sole benefit of the school or to fund student activities may have use of the school facilities without charge and a rental agreement must be signed.
15. Organized groups of local residents may request use of municipal facilities for regularly scheduled recreational, sports and hobby related activities at the special rates established in the Fees and Charges Bylaw.
16. The District of Wells is not responsible for power outages and the resulting loss of the use of the facility.
17. Final floor cleaning will be completed by the District of Wells.

Facility Capacity

18. The maximum occupancy load is as follows:

- a) Wells Community Hall Main Floor- 380 persons, including bleachers
- b) Wells Community Hall Banquet Room- 188 persons
- c) Wells Community Hall Ballet Room – 39 persons
- d) Wells Barkerville Community School Gym - 248 persons
- e) Wells Barkerville Community School Classroom-45 persons
- f) Wells Community Church - 87 persons

Facility Condition

- 19 The District of Wells municipal facilities are non-smoking venues. No smoking is permitted on District of Wells facility properties. Smoking is not permitted on wooden boardwalks.
- 20 The use of tape on walls or ceilings is not permitted.
- 21 The use of confetti is not permitted.
- 22 Open flames or candles are not permitted.

Any previous rental policies of the District of Wells are hereby repealed.

PASSED by Resolution of the District of Wells Council this 14th day of July , 2015.

Robin Sharpe, Mayor

Katrina Leckovic, CAO