

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 10-921

**Being a by-law to adopt a Municipal Facility Rental Policy for the Municipality of
Temagami.**

WHEREAS under Section 8. (1) of the Municipal Act, 2001, S.O., 2001, c.25, as amended, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

AND WHEREAS the Municipality deems it expedient to have a policy to govern the rental and booking of municipal facilities;

AND WHEREAS the Council of the Corporation of the Municipality of Temagami deems it advisable to amend the Municipal Facility Rental Policy and Agreements as set forth in By-law No.10-896;

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. That the Municipality hereby adopts the MUNICIPAL FACILITY RENTAL / BOOKING POLICY and Rental Agreements attached hereto as Schedule "A" to this bylaw.
2. That bylaw 10-896 is hereby rescinded.
3. This bylaw shall come into force and take effect upon final passing thereof.

BE TAKEN AS READ A FIRST time on this 13th day of May 2010.

READ A SECOND time on this 27th day of May, 2010.

READ A THIRD time and finally passed this 27th day of May, 2010.

MAYOR

CAO/Clerk

Schedule “A” to Bylaw 10-896

MUNICIPAL FACILITY RENTAL / BOOKING POLICY

The Municipality of Temagami has deemed it appropriate for members of the community to be able to access our facilities for community purposes. The following sets out the policy for use of Municipal Facilities.

I. APPLICABLE FACILITIES

The Municipality facilities that may be booked for public use are as follows:

- The Community Centre Hall
- The Arena Ice Surface and Change Rooms
- The Arena Surface with Ice Out
- The Welcome Centre Theatre
- The Library/Employment Resource Centre Meeting Room
- The Marten River Fire Hall
- The Tennis Courts at the Community Centre

The following areas are not for public use:

- The Municipal Boardroom
- The Municipal Offices
- The Public Works Facility
- The Temagami Fire Hall

The following facilities are currently under lease. Any booking arrangements are do be made directly with the lessee.

- The Temagami Train Station
- The Ski Chalet

II. WRITTEN AGREEMENTS AND DOCUMENTATION REQUIRED

When renting facilities, the individual or organization representative will complete and sign a rental agreement with the Municipality and provide all the required documentation prior to being given access to the facility. Required documentation is as follows:

- The Community Centre Hall or Tennis Courts
 - Community Centre Rental Agreement
 - Municipality Of Temagami Facility Rental Check List / Questionnaire
- The Arena Ice Surface and Changerooms
 - Ice Time Rental Agreement
- The Arena Surface with ice out
 - Community Centre Rental Agreement
 - Municipality Of Temagami Facility Rental Check List / Questionnaire
- The Welcome Centre Theatre
 - Municipal Theatre Rental Agreement
 - Municipality Of Temagami Facility Rental Check List / Questionnaire
- The Marten River Fire Hall

- Marten River Fire Hall Rental Agreement
- Municipality Of Temagami Facility Rental Check List / Questionnaire
- The Library/Employment Resource Centre Meeting Room*
 - Temagami Public Library Meeting Room Reservation Form
 - * Must also comply with Temagami Public Library Policy.

In addition:

For facilities where permitted under the Municipal Alcohol Policy, if alcohol is to be served, the following documentation is also required:

- Agreement Form For Special Occasion Permit Holder
- A copy of the Special Occasion Permit or Liquor Licence

For ALL facilities proof of liability insurance is also required unless Facilities User Coverage is obtained through the Municipality. See section IV for further detail.

III. FEES AND DEPOSITS

Where there is a fee charged for the use of the facility, it will be as set out in the current user fee bylaw. From time to time, community groups may request donations of the cost of the facility rental, or a part there of from the Municipal Council. All such requests must be made in writing to the Mayor and Council prior to the event taking place. Written requests should be submitted to the Municipal Office as far in advance of the event as possible. The decision whether or not to donate all or part of the cost of the facility rental is entirely at the discretion of Council. **Even if Council chooses to donate the full cost of the facility rental, the required documentation must be completed in the usual manner and the damage and cleaning deposits still made.** The timing of payments for rental fees; the amount of damage and cleaning deposits required; and refund policies vary by facility and are stated in the particular rental agreement, if applicable. All payments of fees and deposits must be remitted to the Municipal Office. The facility must be left in the same, or better, condition as on arrival, or a charge will be levied upon the user to return it to the original condition, and the applicable amount will be deducted from the damage / cleaning deposits. If the deposits do not cover the full amount, the user will be invoiced for the balance.

IV. INSURANCE COVERAGE.

Liability insurance coverage for the user is required for all facility rentals at least 48 hours in advance of the event. Individuals or organizations may provide their own liability insurance, provided that the Municipality of Temagami is added as an “Additional named insured” and written proof of the insurance coverage is provided to the Municipality.

The Municipality of Temagami also offers Facility Users Coverage through the Municipality’s insurer. If a facility user chooses to take this option, they must check off the box “[]Through Municipality” on the Municipality Of Temagami Facility Rental Check List / Questionnaire and pay the applicable fee as set out by the Municipality’s insurer. If it is an event with a special occasion permit for alcohol, the applicant must do so a minimum of 10 days in advance of the event. Exceptions: Walk-in and occasional hourly ice rentals shall be covered through the municipal insurer automatically with the cost for said insurance included

as part of the rental fee, provided that the Ice Time Rental Agreement is completed in advance of commencement of actual ice time use. In all such cases, the arena attendant is responsible to provide the number of participants with the fees to the accounting department on the next business day.

V. KEYS

When keys are provided they must be signed for when taken. Keys must be returned as soon as possible following the event.

VI. ATTACHMENTS

- Community Centre Rental Agreement
- Ice Time Rental Agreement
- Municipal Theatre Rental Agreement
- Marten River Fire Hall Rental Agreement
- Municipality Of Temagami Facility Rental Check List / Questionnaire
- Agreement Form For Special Occasion Permit Holder