



Private Rental Use Policy

Policy Manual Section: Municipal Services – Culture and Recreation

Policy Number: M-CR-006

Authority: P&R Committee Meeting

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Department Responsible: Culture and Recreation

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Status: Active

Policy Statement:

It is the policy of the Town of LaSalle (hereby referenced as “the Town”) that community spaces owned and operated by the Town should be effectively regulated to ensure proper asset management and fair allocation and private rental use distribution.

Purpose:

It is recognized that the Town has a responsibility to provide spaces to meet the diverse needs of the community for private functions and activities. It is further recognized that these needs vary between facility users and that a system should be established to determine the best utilization of community spaces. Community space use should represent a balance of activities, which may change as trends and demands for other activities develop in the community. This policy will clearly define and communicate how community space will be used, managed, allocated and distributed. This will also serve as a guide for the allocation process.

This policy will also serve as a clause to the rental contract for the use of community space. The user shall be charged with reading, understanding and abiding by the policy put forth by the Town as outlined within this document, as part of a binding schedule to the contract.

Events or effects that cannot reasonably be anticipated or controlled (labour disruption, extreme weather, pandemic etc.,) may alter the items outlined in this policy. The town reserves the right at its discretion to change, modify, add or remove portions of this policy as necessary and without notice.

The Town must abide by the requirements and guidelines of governing bodies and agencies. In the event of a discrepancy between this document and external guidance, the more stringent guideline shall be followed.



Scope:

This policy applies to all requests made by users and individuals for private functions held at/in community spaces owned and operated by the Town.

Definitions

User shall be defined as any individual, organization, committee, event, membership or other designation that has been approved to privately use and engages in a contract with the Town for the use of Town-owned community spaces.

Municipal Programs shall be defined as programs offered by the municipality including, but not limited to fitness programs, camp programs, lessons and special events.

Town refers to the Corporation of the Town of LaSalle.

Community Space

- For the purpose of this policy, community space shall include the following:
 - The multipurpose room, the Rotary Room, the Convenors room, the lobby area, the food court located at the Vollmer Complex.
 - The Riverdance community room
 - Press Box A located at the Vollmer Complex
 - Parks and park pavilions

Private Rental shall be defined as a rental with invited guests and does not include members of the general public.

Special Events shall be defined as a rental for all members of the public (vendor shows, etc.) Special events bookings must follow the event booking procedure.

Policy:

Allocation of Community Room Use

Booking Time

Community room use will be allocated in blocks of one hour. Set up is not included in the rental time. Should additional time be required for set up or clean up, this time must be purchased in addition. At the end of the scheduled time, all guests and users must vacate the room. Should the room not be vacant, additional time may be charged.



Prioritization of Bookings

Recreational programs and activities that are planned by the Town of LaSalle take precedence over other use. These programs will not be displaced in order to accommodate other requests, with the exception of some circumstances at the direction of the CAO and/or the Director of Culture and Recreation.

All other private community space use is reserved on a first come, first served basis. In order to allow fair access for all, reservations are not taken more than three months in advance. In some instances, reservations may be taken more than three months in advance at the discretion of the Director of Culture and Recreation.

Responsibilities of Users

Set Up Requirements

Community room rentals include the set-up of tables and chairs. If a floor plan is submitted by the user at least 48 hours prior to the rental, staff will set up tables/chairs as similar to the floor plan as possible. If a floor plan is not submitted, a generic set up will be provided. Upon arrival, the user may move tables/chairs as they see fit provided that they do not block any doorways or emergency exits.

Contract Details

All community space rentals shall require a signed rental permit or agreement. All rentals will be charged rental fees as outlined in Schedule F of the Town's User Fee By-Law, as amended from time to time. All rentals must provide a Certificate of Insurance naming the Town as an additional insured in the amount of five million dollars (\$5,000,000.00). Insurance can be purchased at the time of rental. Full payment of rental time, a copy of insurance certificate, and a signed copy of the rental permit must be provided to the Department of Culture and Recreation before the first scheduled date or access to the space may be denied.

Cancellation Policy

Rental cancellations will be permitted provided that the user provides two (2) weeks' notice in writing to the Department of Culture and Recreation. The Town may then in turn try to rent the space; however, in the event this is not possible, the user is responsible to pay the full cost for the rental.



Breach of Contract

The Town will make meaningful attempts to resolve conflict with rentals without immediately resorting to termination of contract. Progressive measures will be used to resolve conflict including regular meetings, notices and discussions. Failure to abide by this policy may result in loss of community space use. The Town reserves the right to appropriately invoice users who damage or misplace Town property.

Sub-Letting of Rental Time

No group or individual may sub-let rental time.

Expected behavior and consequences

Community space users are expected to observe and comply with all policies, procedures, rules and regulations of the Town. "The RZone Respect and Responsibility Policy" requires that while using Town owned space, users take responsibility for their actions, and respect people, property and equipment. Violation of the RZone Respect and Responsibility Policy is grounds for disciplinary action. Any Town employee may start disciplinary action against any patron/participant he/she deems to be in violation of the Code of Conduct by:

- Requesting a stop to the violation/offending action
- Requesting a violator to leave the facility
- Requesting assistance from administration
- Calling the police

The User/User Group is responsible for the conduct and supervision of all persons associated with the rental group and shall ensure that all rules and regulations are strictly observed and enforced

The sale of food, beverages or goods is strictly prohibited, unless authorized in writing by the Town.

In the event of an emergency, the User will immediately suspend activity and take appropriate action. It is the responsibility of the User to notify Town employees that aid is required. Town employees will respond (where onsite employees are present) and provide reasonable assistance to anyone believed to be injured, ill, in danger or otherwise incapacitated. The User/User Group is expected to assist during situations in which all participants are at risk and need to be evacuated or moved (fire, extreme weather, alarms, etc.).



Room Capacity

Customers must abide by all room capacities/occupant loads at all times.

Garbage /Clean Up

The garbage receptacles that are onsite are emptied regularly. Users must ensure that all garbage and debris associated with their use is disposed of appropriately. Users may be charged additional fees should the space be left in a state of disrepair.

Cleanliness and upkeep of these areas is a joint responsibility of users and facility staff.

Adherence to Town By-Laws and Policies

Town By-Laws must be adhered to by all users and user-groups. Failure to abide by Town By-Laws may result in the termination of use of the space. While all Town By-Laws and policies must be adhered to, the following have been recognized of special importance for town owned space users. Town policies are available for reference at www.lasalle.ca.

Parking

In accordance with By-law 8398, parking and stopping is prohibited in any area designated as "No Parking" including Town owned and operated outdoor sport surfaces or property other than parking lots. Responsibility shall be trusted upon user-groups to inform their participants, opponents and spectators to park in designated parking lots and public parking areas.

Vehicles are not permitted to stop in no-parking areas for unloading. Users should plan accordingly for the delivery of goods required for their rental. Employees will not be available to assist with the loading and unloading of vehicles. The Town is unable to store items in advance of a rental. The Town does not provide customers with carts for unloading.

Food Storage

With the exception of the Vollmer Multi-purpose room kitchenette, storage of food and beverage cannot be accommodated.

Open Flame

The use of candles, sparklers, incense, paper lanterns, open flames, smoke foggers, barbecue grills, combustible figurines or pyrotechnic devices is prohibited on Town of LaSalle property unless written permission is provided by the Chief Fire Official.



Catering

Cooking is not permitted onsite in any indoor town space unless permission is received in writing from the Department of Culture and Recreation. Catering is permitted if food arrives pre-prepared.

Décor

Users are not permitted to hang decorations or décor from the walls or ceilings. The use of silly string, piñatas and confetti are not permitted. Users must remove all tabletop decorations and dispose of appropriately at the end of the rental.

Lost or Stolen Items

The Town is not responsible for lost, stolen or damaged items.

Intended Space Use

Rentals of community rooms is designed for passive activities such as meetings, sit down parties, arts and crafts etc. The Town reserves the right to request un-intended activity is stopped immediately. Rental activity and equipment must remain within the rented space.

Any third party suppliers (for example, inflatables, tents, entertainers, animals etc.) for rentals at any community space must be approved by the Town of LaSalle. Suppliers must provide a Certificate of Insurance naming the Town as an additional insured in the amount of five million dollars (\$5,000,000.00).

Smoking

In accordance with By-Law 7775 and Smoke-Free Ontario Act, 2017, smoking is prohibited within Town owned and operated parks, facilities, playgrounds and sports fields. This includes any lighted or heated equipment used to smoke or vaporize any tobacco and non-tobacco products and smokeless tobacco.

Alcohol

Alcohol is prohibited at functions or events held at Town owned facilities, properties or areas without the authority of a Special Occasion Permit or a Caterer's Endorsement. Reference should be made to the Town of LaSalle Alcohol Policy. All guidelines outlined by the Alcohol and Gaming Commission of Ontario shall be adhered to.

<http://www.lasalle.ca/en/town-hall/resources/Policies/Municipal-Alcohol-Risk-Management-Policy.pdf>.



Lottery

In accordance with By-Law 7935, no user group shall operate a lottery without holding a valid license. Lottery licensing is issued by the License Commissioner or the Deputy Clerk of the Council Services Department and can be obtained at the LaSalle Civic Centre. Further information on lottery licensing eligibility is available at www.lasalle.ca. If a user-group operates an illegal lottery, they may be in contravention of statute laws such as the Criminal Code, R.S.C., 1985, c. C-46, and the Alcohol and Gaming Commission of Ontario, as well as Town By-laws. As a measure of risk management, any user group that operates an illegal lottery shall be reported.

Signs

No unauthorized signs, marketing, promotional materials, flags, banners or signs shall be posted on Town property or attached to Town facilities. The Town reserves the right to remove items to be in violation of the Town By-Law 6407. Policy Review This policy will be reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

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References:

Alcohol and Gaming Commission of Ontario Lottery Licensing Policy Manual
Smoke Free Ontario Act, 2017, S. O. 2017, c. 26, Sched. 3
Town of LaSalle By-Law 7775
Town of LaSalle By-Law 8398
Town of LaSalle Municipal Alcohol Policy