



Policy for Fee Waiving Related to the Use of Town Facilities

Policy Number: M-CR-007

Authority: 030/22, 099/22, PRE-11-24

Date Approved: February 8, 2022

Department Responsible: Culture and Recreation

Revision Dates: March 2022, April 2024

Review Date: April 2026

Status: Active

1. Policy Statement

- 1.1 The Town of LaSalle establishes administrative fees for services and activities, as set out in the User Fee By-law 8847. These fees are reviewed annually and approved by Council. It is the policy of the Town of LaSalle (hereby referenced as “the Town”) that fees for the use of Town-owned and operated facilities are charged in accordance with this By-law.

2. Scope

- 2.1 This policy applies to all rentals of Town Facilities.

3. Definitions

- 3.1 **Community Meeting Space** shall mean the Friendship Club Room at the LaSalle Civic Centre.
- 3.2 **Council** shall mean the Council of the Corporation of the Town of LaSalle.
- 3.3 **Organizer** shall be defined as any individual, organization, committee, event or other designation that has been authorized to use Town Facilities and has entered into a contract with the Town for the use of the Facilities.
- 3.4 **Facility** refers to any Town-owned or operated building, structure or space, both indoors and outdoors.
- 3.5 **Fees** shall mean all fees outlined within the User Fee By-law, in effect from time to time, and charged for rental spaces within the Town.
- 3.6 **Town** shall mean the Corporation of the Town of LaSalle.

4. Policy

4.1 Waiving of Fees for Facility Space

- 4.1.1 The administrative fees as outlined in Appendix A of By-law 8847 shall be imposed for the use of Town Facilities. These fees shall not be waived, either in part or in full.

4.2 Community Meeting Space

- 4.2.1 The Town has designated a space for community use that does not have associated rental fees. The "Friendship Club" room at the LaSalle Civic Centre may be used for not-for-profit (non-revenue generating) meetings when not otherwise in use. The room reservation will follow the same process and requirements as other facility room rentals including a facility booking permit and provision of general liability insurance. All Town policies apply to the use of this space.
- 4.2.2 The guidelines set out below are provided to ensure consistent and fair use of the space. Use of the Community Meeting Space will be prioritized to the Town and the Friendship Club over other requests. The following types of gatherings are not permitted:
- a. Personal activities or social functions such as parties, showers or gatherings.
 - b. The solicitation of business for profit, including direct sales of products and services, or for fundraising.
 - c. Religious services.
 - d. Programs or events that are similar in nature to Town programs or events.
- 4.2.3 The Town reserves the right to deny requests, limit the frequency of bookings and/or cancel bookings. The Town reserves the right to limit a daily booking to ninety (90) minutes and monthly booking to two (2) times per month, should demand for the room exceed available times.
- 4.2.4 This space may not be used to serve alcohol. All food and beverage arrangements are the responsibility of the Organizer. All items brought in by the Organizer must be removed at the end of the booking.
- 4.2.5 Organizers are responsible for maintaining the room in the same condition it was received in. In accordance with the Town's Event Hosting Policy, garbage must be disposed of properly.

4.2.6 The Friendship Club Room is available during the regular operating hours of the LaSalle Civic Centre.

4.2.7 Any damage to Town equipment or facilities shall be repaired or replaced at the expense of the Organizer.

5. Roles and Responsibilities

5.1 The Director of Culture and Recreation is responsible to oversee and administer this policy and may delegate authority to other employees to oversee and administer this policy.

6. References and Related Documents

6.1 Council Report AD-09-2023

6.2 Town of LaSalle By-law Number 8847

6.3 Town of LaSalle Facility Rentals – Event Hosting Policy