

Policy



Policy Number:	Policy A011.2024
Title of Policy:	Community Hall Rental Policy
Resolution Number & Date:	May 8, 2024
Effective Date:	May 8, 2024
Up for Review:	
Supersedes Policy #:	n/a

The purpose of this policy is to:

Is to set out the booking and rental policy for the Village of Glenwood Council and Administration.

Policy Statement:

The Village of Glenwood as the owner and operator of the Community Hall sets the fees, use and management of the Community Hall for public use.

1 Booking:

- a) The fee for a one day or partial day rental, as set by the Rates, Fees and Charges Bylaw, shall be paid at the time of booking.
- b) The fee for the refundable deposit shall be paid at the time of booking.
- c) The rental fee is refundable only if the booking is cancelled a minimum of three (3) business days before the booked date, and in the case of a Christmas booking, the cancellation notice shall be five (5) business days before the booked date.
- d) The fee for the refundable deposit shall be returned to the renter subject to adherence to the terms of the rental requirements listed in Section 3 of this policy. In the event of a cancellation the deposit will be refunded.
- e) If the condition of the Community Hall does not meet the rental requirements regarding damage and/or cleanliness, the Village reserves the right to retain the deposit to offset costs of repair or janitorial services.
- f) If the renter does not leave the Community Hall in a condition that meets the rental requirements, the Village reserves the right to deny any future rentals by the renter.

2 Renter Requirements

- a) Absolutely NO TAPE or TACKS of any kind is allowed on the walls of the building
- b) The building must be left in a clean condition by performing the following duties:
 - i) Dishes, pots, pans, kettles, utensils, bowls etc. are to be washed in hot water and soap, rinsed, dried and returned to the proper cupboard;

- ii) Kitchen cupboard and stove tops are to be scrubbed clean;
- iii) Use hot pads for the placement of hot pots on the cupboard or table surfaces;
- iv) Tables are to be scrubbed after use and returned to their storage room;
- v) Floors are to be swept with the large push brooms and the dirt shaken outside;
- vi) Do not slide tables and chairs across the floors;
- vii) Vacuum the entrance rug;
- viii) Bag all garbage and place in the dumpster south of the hall or by the door if the dumpster is locked;
- ix) Clean bathrooms, empty the waste baskets with the rest of the garbage, ensure the toilets are flushed, and the taps are completely shut off;
- x) Please do not allow anyone to place dishes, food, drink or play on, climb on or damage the piano. This piano is an antique;
- xi) Turn the heat down to 15 degrees when leaving the building;
- xii) Ensure the lights are turned off and all doors locked before leaving the building;
- xiii) **DO NOT operate the floor scrubber;**
- xiv) The building must be vacated by 11:00 pm; and
- xv) All damage must be reported to the Administration office at 403-626-3233 or by email to office@glenwood.ca.

3. Exceptions to the Rental Fees

- a) The following organizations shall be allowed to use the Community Hall at no cost but shall adhere to all Renters Requirements listed in Section 2 of this policy;
 - i) Aged Cheese Club (Seniors Group);
 - ii) Glenwood Quilting Club;
 - iii) Glenwood Fire Department;
 - iv) Glenwood Library Movie Night;
 - v) Glenwood Riding, Roping and Racing Association;
 - vi) Twin Rivers Economic Development Committee; and
 - vii) Glenwood Recreation Board.

Dated this 8th day of May, 2024



Mayor Linda Allred