

TOWN OF CHESTERMERE POLICY HANDBOOK

EFFECTIVE DATE: July 18, 2005	SECTION: 100 POLICY: 123
APPROVED BY: COUNCIL	SUBJECT: Meeting Room Rental Space
REVISED DATE: June 16, 2008 December 19, 2011	PAGE NO: 1 of 3 REVIEW DATE: December 1, 2015

PURPOSE AND INTENT

To establish a policy and procedure for booking meeting room space in the Town of Chestermere Municipal Office.

POLICY

1. There are two (2) meeting rooms and one foyer that can be booked within Town Hall as listed below:

Room #	Room Name	Room Size
201	Atrium	492 sq. ft.
Foyer	Reception Open Area	1000 sq ft.
230	West Wing Meeting Room	490 sq ft.

2. Administration shall review each application for meeting room space and determine booking eligibility in one of the three following categories:
 - a. Committee/Boards of the Town – (free use)
 - b. Not for Profit Groups (local) – (free use)
 - c. Company or Corporation – (full charge).

Please note that Committees and Boards will be booked into Council Chambers, Council Kitchen or the Staff Kitchen as long as a Town staff or a Councillor is present.

3. Space in the above noted meeting rooms will be rented out as follows:

a. Company or Corporation

Rooms	Hourly Rate	Daily Rate
Atrium, Foyer or West Wing Meeting Room	\$150	\$1200

**Must provide a Certificate of Insurance listing the Town as an addition insured.*

Booking Procedure

All meeting room space must be booked through the Administration Department at least seven (7) business days prior to the meeting / event.

Requests for weekend rentals will be denied unless a member of Council or staff is on-site during rental time.

Security Deposit

1. A security deposit of **\$250** shall be charged for each room that is rented.
2. A security deposit of **\$1,000** shall be charged for use of overhead projector, sound system, camera and audio/visual equipment.
3. The renter's responsibility for damages is not limited by the amount of the security deposit.
4. The security deposit shall be applied in part or in whole to any expenses incurred as a result of damages / theft to the Town Office and/or equipment during the time that the renter occupies these facilities.
5. The security deposit shall also be applied to the cost of any supplies used by the renter.
6. The security deposit shall be returned in total to the renter upon a satisfactory inspection of the facilities and/or equipment and/or an inventory of supplies by the renter, return of the swipe card/fob following completion of the event.

Authority of the Town

1. The Town shall have authority to cancel any event.
2. The Town shall have the authority to remove or have removed any persons from the facility if policies are not followed or the facility is not being used for the purpose for which it was intended.
3. The Town shall, at its discretion, provide equipment such as an overhead projector, sound system, and audio / visual equipment as requested, conditional to an experienced technician operating said equipment .
4. The Town shall have the authority to deny the use of any or all meeting rooms to any person or group.

Responsibilities of the Renter

1. No smoking or alcohol is permitted in the building.
2. The renter shall be responsible for the cleanliness of any equipment used, including tables and chairs.
3. The renter will insure that the building is secure when leaving the premises. In order to insure the safety and security of the Town of Chestermere employee's, the renter is requested to use the north entrance and the door is to be secure at all times. The renter will be responsible to insure that only members of their group enter the building.
4. Main entrance doors will not be propped open.
5. The renter will remove all signs posted on the exterior/interior of the building immediately after the booking.
6. The room will be returned to its original state.
7. The swipe card/access card to be returned to the Town.

Responsibilities of the Town

1. Book room and confirm date and time.
2. Collect damage deposit(s) from renter with signature.
3. Provide a pre programmed access swipe card to renter for date, time and room requested.
4. The Town shall set up and take down tables and chairs as required in the Foyer.
5. The Town shall insure that the meeting rooms are in a clean and presentable condition prior to any scheduled meeting or event.

Resolution # 484-11



Mayor



CAO

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I, _____ (please print) under contract with the Town of Chestermere understand my responsibilities as per this policy and am personally responsible for following this contract, subject to appropriate disciplinary action, which may include termination of the contract.

Signed: _____ Date: _____

Witness: _____ Date: _____

Room rented: _____

Date booked: _____

Time booked: _____

Presentation equipment booked: _____

Access card returned: _____

Damage Deposit cashed or returned: _____