

By-Law #2020-020

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-020

BEING A BY-LAW TO ADOPT A POLICY OUTLINING THE TERMS AND CONDITIONS AND FEES FOR THE RENTAL OF THE CALVIN COMMUNITY CENTRE AND ITS EQUIPMENT. (Commonly Known as the Hall Rental and Equipment Use Policy)

WHEREAS the Municipal Act 2001, c.25 Section 10 provides for Broad Authority for single tier municipalities


AND WHEREAS the Council for the Corporation of the Municipality of Calvin deems it desirable to establish the following; Conditions of Rental, Rental Fees and Rental Agreement, Hall Key Agreement for use of the Calvin Community Centre;

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin enacts as follows:


1. That the "Calvin Community Centre Hall Rental and Equipment Use Policy" shall become part and parcel of this by-law as Schedule "A" attached;
2. That the "Hall Rental Fees" outlining the set fees for different types of use shall become part and parcel of this by-law as Schedule "B" attached;
3. That the "Community Centre Rental Agreement" and "Key Agreement" shall become part and parcel of this by-law as Schedule "C" and Schedule "D" attached;
4. That the "Checklist #1 for Hall Bookings" shall become part and parcel of this by-law as Schedule "E" attached;
5. That the "Checklist #2 Hall Rental Responsibilities to be Explained to Renter at Key Pickup" shall become part and parcel of this by-law as Schedule "F" attached;
6. That the "Checklist #3 Hall Checklist After Event" shall become part and parcel of this by-law as Schedule "G" attached;
7. That the "Conditions of Using Calvin Community Centre Equipment" shall become part and parcel of this by-law as Schedule "H" attached;
8. That the "Attention Hall Renters (to be posted in Hall)" shall become part and parcel of this by-law as Schedule "I" attached;
9. This By-law shall come into full force and effect upon the date of the passing thereof.
10. All previous versions of By-laws pertaining to the rental of the Hall, rental fees or use of equipment are hereby repealed.

READ A FIRST AND SECOND TIME BEFORE AN OPEN COUNCIL THIS 25th DAY OF August, 2020.

READ A THIRD TIME AND FINALLY PASSED BEFORE AN OPEN COUNCIL THIS 8th DAY OF September 2020.



MAYOR



CLERK

**Corporation of the Municipality of Calvin
Calvin Community Centre
Hall Rental & Equipment Use Policy**

POLICY

1. INTRODUCTION

The Corporation of the Municipality of Calvin owns and operates the Calvin Community Centre and the Equipment located at this facility. Hall rental and equipment usage at the Calvin Community Centre shall be governed by this Hall Rental & Equipment Use Policy.
Amendments to this policy may be made from time to time with authorization of Council.

2. HALL CAPACITY

Calculated using Table 3.1.17.1 of the 2006 Ontario Building Code

- a) Maximum capacity of the premises for events with non fixed seating and tables, including all events serving food and/or alcoholic beverages is 131 persons.
- b) Maximum capacity of the premises for events with non-fixed seats only, no tables and no service of food or alcoholic beverages is 192 persons.
- c) Maximum capacity of the premises for an exhibition hall (such as a vendor outlet or yard or garage sale) is 52 persons.
- d) Maximum capacity of the premises for events with non fixed seating, with tables and with no service of food or alcoholic beverages is 152 persons.

3. GENERAL RULES

- a) Rental of the Hall includes use of the TV system. The municipality must be notified at time of booking that the TV system will be required. Provision of any other sound system is the responsibility of the Renter.
- b) No Smoking is permitted in the Hall or the entrances.
- c) No candles or open flame decorations are permitted.
- d) No nails, screws, staples or scotch tape should be used to affix decorations to the walls or tables.
- e) No overnight camping is permitted anywhere on municipal property.
- f) No overnight use of the Hall is permitted with the exception of use as an Emergency Response Centre.
- g) All events must be completed by 1 am. Clean up may take place after the event and the Hall and the grounds must be vacated by 2:30 am. (Clean up may be permitted before NOON the next morning with prior authorization).
- h) Decorating of the Hall the day before the event must be completed during municipal office hours (before 4 pm) otherwise an additional fee shall apply. Decorating may take place the morning or afternoon on the day of the event at no additional charge (eg. for weddings, dances).
- i) Half day rentals typically mean 4 (four) hours (e.g. 8 am – Noon; Noon – 4 pm; 4 pm – 8 pm).
- j) Full day rentals typically mean over 4 hours and up to 8 hours (e.g. 8 am – 4 pm; 5 pm – 1 am)

k) Partial day rentals typically means up to 3 hours per session or up to 3 hours over the period of one week.

4. EVENTS SERVING ALCOHOL

- a) The Municipality of Calvin Municipal Alcohol Policy must be followed. Please see separate document provided.
- b) A copy of the Special Occasion Permit (SOP) is required for all liquor related events and must be submitted to the municipal office prior to the event.
- c) The SOP must be posted on site at all times during the event.
- d) No alcohol is permitted outside of the building except for specifically licensed outdoor events within confined areas.
- e) All alcohol must be removed from the Hall immediately after the event.
- f) Alcohol related events must adhere to the rules of the Alcohol and Gaming Commission of Ontario.
- g) Alcohol related events must provide security (door and floor monitors) and utilize bartenders with their Smart Serve Ontario number. Names and Smart Serve Ontario numbers of those working at the event must be provided to the Municipal office, along with the SOP, prior to a key being issued.

5. INSURANCE

- a) The Renter is responsible for providing Liability insurance required for all private events. Proof of insurance must be provided to the municipal office prior to the event and before a Hall key can be issued. Contact your insurer for details on acquiring this coverage
- b) The Renter is responsible for providing Party Alcohol Liability (PAL) insurance for all events where alcohol is served. Proof of insurance must be provided to the municipal office prior to the event and before a Hall key can be issued. Contact your insurer for details on acquiring this coverage.

6. BOOKING DEPOSIT

- a) At time of booking, a 50% booking deposit is required to guarantee your booking for all events.
- b) The booking deposit is non-refundable unless cancellation is made at least 72 hours prior to the scheduled event.
- c) Full payment is required, along with any required DAMAGE DEPOSIT (see below) before a key to the Hall will be issued.
- d) Should the kitchen be required the day or evening before for preparation, an additional fee shall apply.

7. DAMAGE DEPOSIT

- a) Required for all FULL DAY EVENTS only.
- b) Must be deposited with the municipal office in CASH only before Hall key can be issued.
- c) Refundable upon key return, between Noon and 4 pm the first business day

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following the event, after Hall inspection providing no damage to facilities or equipment

has occurred during the event. (Normal wear and tear accepted).

8. HALL KEYS

- a) Keys to the Hall are to be picked up the last business day prior to the event during regular municipal office hours (8:30 am – 4:00 pm)
- b) All copies of required Special Occasion Permits, proof of insurance and names of those working at the event, along with their Smart Serve Ontario numbers (if required for event) and Food Handling Certificates must be provided to the office before a hall key can be issued.
- c) Keys must be returned to the municipal office between NOON and 4:00 pm on the first business day following the event to allow staff time to check the facility, check all equipment. Deposits will not be refunded until staff has completed this check.
- d) Any damage that occurs is the responsibility of the individual whose signature appears on the Rental Agreement.

PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and North Bay Parry Sound District Health Unit (NBPSDHU) regulations associated with a pandemic are not followed by the attendees of the event.

MUNICIPALITY OF CALVIN
HALL RENTAL FEES

HALF DAY

(Additional fee if kitchen is required)

Showers/Luncheons/Meetings/Seminars.....\$75

FULL DAY

(Additional fee if kitchen is required)

Events with No Alcohol.....\$150
(plus damage deposit)

Meetings/Seminars/Courses/Lectures/Business Functions.....\$150
(plus damage deposit)

Events with Alcohol.....\$225
(plus damage deposit)

PARTIAL DAY

(Additional fee if kitchen is required)

Seminars/Workshops/Lectures/Meetings
Religious or Memorial Services\$45
(under 3hrs per session or under 3hrs over the period of one week)

NO CHARGE EVENTS

(Donations gratefully accepted)

Funeral Luncheon (*Calvin residents only*).....\$FREE

Meetings of Organized Community Groups or Charitable Organizations....\$FREE

Non-Alcohol Low Risk Events for the Betterment of the Community in \$FREE
General, which are Listed on the Attached List of Insured Low Risk
Events or Approved at the Discretion of Council”

ADDITIONAL FEES

Use of kitchen during event.....\$75

Additional use of kitchen the evening or day before the event.....\$75
(Hall must be vacated by 10 pm if using kitchen the evening before the event)

Use of kitchen means - use for food preparation and clean up; or use of dishes and dishwashing; or use of stoves and cooking utensils; or a combination of any or all of these. (Leaving food, which has been prepared off premises, in the fridge or on the counter at the Hall; or using paper plates and plastic cutlery does not require a fee for kitchen use.)

Decorating or set up of Hall after 4 pm the evening before the event.....\$75
(Hall must be vacated by 10 pm if decorating the evening before the event)

Damage Deposit

*Required for all FULL DAY events only. Must be paid in cash before key can be issued.
Refundable upon key return after hall inspection–(normal wear and tear excepted)*

a) Full day no alcohol.....\$150 cash

b) Full day with alcohol.....\$225 cash

Long term usage of the Hall can be negotiated with the Municipal Office.

MUNICIPALITY OF CALVIN
COMMUNITY CENTRE (HALL)
RENTAL AGREEMENT

OFFICE USE

NAME: _____ ORGANIZATION: _____

ADDRESS: _____

PHONE: _____

DATE OF EVENT: _____ TYPE OF EVENT: _____

TIME OF EVENT: _____

TV SYSTEM REQUIRED _____
(Y/N)

ADDITIONAL USE OF KITCHEN EVENING BEFORE _____ PAID: _____ (amount)
(Y/N)

USE OF KITCHEN DURNING EVENT _____ PAID: _____ (amount)
(Y/N)

HALL DECORATING REQUIRED EVENING BEFORE _____ PAID: _____ (amount)
(Y/N)

LIABILITY INSURANCE POLICY NUMBER: _____

PAL INSURANCE POLICY NUMBER: _____

SPECIAL OCCASION PERMIT NUMBER: _____

SMARTSERVE ONTARIO NAMES/NUMBERS: _____
(alcohol related events only)

DOOR AND FLOOR MONITORS/NAMES _____
(alcohol related events only)

FOOD HANDLERS CERTIFICATES: _____

BOOKING DEPOSIT PAID: _____ (amount) all events

RENTAL FEE PAID: _____ (amount) all events

DAMAGE DEPOSIT PAID: _____ (amount) Full Day events only

I, _____ have read and fully understand the Calvin Community Centre (Hall) Policy

Signature

Date

KEY AGREEMENT

I, _____ have been made aware that should this key be lost or stolen, there is a cost of \$180.00 to re-key the locks and cut new keys and that this cost is to be paid by myself, or my organization. This key is to be returned to the municipal office the first business day after my event or, in the case of long term use, within 7 days upon request.

DATE OF ISSUE ORGANIZATION AUTHORIZED PERSON KEY#

CHECKLIST #1
FOR HALL BOOKINGS

Renters Name: _____ Address: _____

Phone: _____

- What type of event _____ \$Amount: _____
- Date of event _____
- 50% deposit required to secure booking \$Amount _____
- Will you be using the hall prior to the event to prepare (time, extra cost; decorating of hall must be during office hours (before 4pm) or on the day of event or additional fees will apply) Yes No
- Will you be using the kitchen (extra cost) Yes No \$Amount _____
- Will there be alcohol at your event (PAL needed, SOP and Smart Servers and Door/Floor monitor required with names and Smart Serve Ontario numbers) Yes No
- You will be responsible for providing Liability insurance. (non alcohol events)
- TV system in hall included. Will you be using the TV system Yes No
- No overnight camping is permitted anywhere on municipal property.
- Damage deposit for full day events (cash only) Yes No \$Amount _____
- Do you have the appropriate people who have their Food Handling Certificates Yes No
- Maximum capacity, Non fixed seating w/tables serving food and/or alcohol 131; Non fixed seating w/ no tables no food or alcohol 192; Exhibition Hall (e.g. Yard or garage sale) 52; Non fixed seating w/ tables and no food or alcohol service 152.
- Do you have special needs (accessibility). Yes No Details _____
- Key for hall may be picked up during business hours 8:30-4:00pm. Before a key will be issued you will need to provide **Full Payment and Damage Deposit if required along with copies of the following:**

- With Alcohol: Liability insurance
 Special Occasion Permit (SOP)
 Party Alcohol Liability Insurance (PAL)
 Names of Smart Server/s & numbers
 Names of door/floor monitor/s

- In case of cancellation 72 hours notice is required for full refund of booking deposit.

Fees Due	50%Booking Deposit \$ _____	Rec'd Yes No _____	<small>Date Rec'd</small>
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Balance of Rental Fee \$ _____
 Damage Deposit \$ _____
(if applicable for full day events only)

TOTAL AMOUNT \$ _____

Booking done by: _____

Date: _____

PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and NBPSDHU regulations associated with a pandemic are not followed by the attendees of the event.

CHECKLIST #2

HALL RENTAL RESPONSIBILITIES
TO BE EXPLAINED TO RENTER AT KEY PICK-UP

- Explained key usage to unlock doors
- No smoking permitted in hall. Smoking area outside parking lot door. Ashtray provided
- Explained lights and pot lights usage.
- No candles or open flame decorations permitted
- Larger tables are available and will be left out if needed.
- Explained disposal of garbage and garbage key
- Explained kitchen use, review what is available (dishes, appliances, tea towels etc.)
- Emergency numbers by phone. If the fire alarm sounds please vacate building.
- Please ensure all taps are off and toilets are not running prior to leaving.
- No overnight camping is permitted on municipal property.
- Liquor License (SOP) must be posted on site at all times during the event
- All windows and doors must be locked and lights off (both inside & outside) prior to leaving the building.
- Renter has the appropriate people who have their Food Handling Certificates, Copy of Certificates Required.
- Check grounds outside for garbage and debris at end of event.
- All events must be completed by **1 am**. Clean up may take place after the event and the Hall and the grounds must be vacated by **2:30 am**. (Clean up may be permitted before NOON the next morning with prior authorization).
- Wipe down tables and chairs but do not stack them
- Keys must be returned to the municipal office between NOON and 4:00 pm on the first business day following the event to allow staff time to check the facility, check all equipment and calculate water usage. Deposits will not be refunded until staff has completed this check.
- All Service Room doors are locked during events (water room, furnace room, electrical room). Should you have problems and require entry into any of these areas, please contact the Urgent Call Line as posted in the Hall (appropriate staff will then be contacted ASAP).
- Video surveillance of grounds 24/7 for safety and security.

I, _____ have received full explanation from Staff and fully understand the use, responsibilities and obligations of the hall rental.

Renter: _____

Staff member: _____

Date: _____

PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and NBPSDHU regulations associated with a pandemic are not followed by the attendees of the event.

CHECKLIST #3

Hall Checklist After Event

Name of Renter: _____

Date: _____

- | | Yes | No |
|-----------------------------------------------------------------|--------------------------|--------------------------|
| 1. Are tables and chairs clean | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there stuff hanging off of the walls or ceiling | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are floors clean (garbage picked up) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are windows and doors locked | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are the entrance and outside lights off | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are kitchen counters clean & dishes put away | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is stove clean | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is microwave clean | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is fridge clean | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is dishwasher emptied | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is garbage empty and bags put in the green bin | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are there cigarette butts in the parking lot | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. <u>Is there garbage on the grounds</u> | | |
| a. Playground | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Ballfield | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Soccer field | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Yards | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Rink | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Parking Lot | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are the change room lights off | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Damage to building or signs | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are fire extinguishers in proper location and still charged | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are bathrooms clean | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are the toilets and/or faucets still running | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. TV System off | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Are ceiling tiles in place | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Is the A/C Thermostat returned to its designated location | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Is the A/C turned off | <input type="checkbox"/> | <input type="checkbox"/> |

Comments

Inspected by: _____

Date : _____

Deposit refunded: \$ _____

Comments: _____

CONDITIONS OF USING CALVIN COMMUNITY CENTRE EQUIPMENT

1. All equipment shall be signed for prior to leaving the community centre premises.
2. Equipment shall be on loan, **free of charge** to the RESIDENTS, BUSINESSES, COUNCIL AND STAFF OF CALVIN ONLY.
3. All equipment shall be returned in the same condition in which it was received
4. Any lost or damaged equipment must be replaced.
5. All equipment must be returned by the agreed upon date.
6. Any loss/damage to equipment is the responsibility of the individual whose signature appears on this agreement.

Signature

Date

Item/s Borrowed

Date to be Returned

ATTENTION HALL RENTERS

To be Posted in Hall

ANY DAMAGE TO THE FACILITY OR EQUIPMENT IS THE RESPONSIBILITY OF THE INDIVIDUAL WHOSE SIGNATURE APPEARS ON THE RENTAL AGREEMENT.

NO OVERNIGHT CAMPING is permitted anywhere on municipal property.

NO OVERNIGHT USE OF THE HALL is permitted with the exception of use as an Emergency Response Centre.

All events must be completed by 1 am. Clean up may take place after the event and the Hall and municipal grounds must be vacated by 2:30 am. (Clean up may be permitted before NOON the next morning with prior authorization).

Before leaving the Hall please ensure that you have done ALL of the following:

- a) wash and put away dishes and clean up kitchen
- b) wipe tables and chairs do not stack tables and chairs staff will take care of that
- c) pick up garbage and remove it to the outside storage bins and place recyclables in appropriate containers
- d) remove all personal belongings immediately following event
- e) ensure all alcohol is removed from the premises immediately after every event
- f) check all water faucets have been turned off
- g) check toilets to ensure none are running
- h) turn off all lights and lock all doors and windows
- i) check that kitchen stoves and overhead vent are turned off
- j) ensure the parking lot and yard are left clean – no bottles or garbage should be left anywhere on the grounds.

PLEASE RETURN KEY TO MUNICIPAL OFFICE
BETWEEN NOON AND 4 PM
THE NEXT BUSINESS DAY FOLLOWING YOUR EVENT

FOR YOUR SAFETY

THIS COMMUNITY FACILITY IS PROTECTED
BY A "SECURITY TODAY" ALARM SYSTEM and
A VIDEO SURVEILLANCE SYSTEM (24/7)

DO NOT TAMPER WITH THE ALARM SYSTEM

**SHOULD AN ALARM SOUND WHILE USING THE
PREMISES, PLEASE ENSURE THAT THE FACILITY IS VACATED
IMMEDIATELY UNTIL FIRE DEPT. OR POLICE ARRIVE.**

PLEASE NOTE: The Municipality of Calvin is not responsible for providing personal protective equipment in the event of a pandemic and will not be held responsible if provincial and NBPSDHU regulations associated with a pandemic are not followed by the attendees of the event.

IF YOU REQUIRE ASSISTANCE AFTER HOURS

Contact our
URGENT CALL LINE
705-497-6961

They will contact appropriate staff for you



FACILITY USER AND EVENT LIABILITY – LOW RISK EVENTS RUN BY OTHERS

HELD IN MUNICIPAL FACILITIES OF: Calvin Community Hall
EXCLUSIONS:

- HOST LIQUOR LIABILITY
- FIREWORKS
- LEAGUES
- TOURNAMENTS
- TRAINING CAMPS
- ATHLETIC SCHOOLS
- FESTIVALS
- FAIRS

A SEPARATE APPLICATION AND POLICY ARE REQUIRED FOR THE ABOVE

EVENT	LOCATION	NUMBER OF EVENTS	NUMBER OF ATTENDEES
Weddings/Receptions/Stag & Does	Community Hall/Arena	0	0
Fashion Shows	Community Hall/Arena	0-1	0-25
Job Fairs	Community Hall/Arena	0-1	0-25
Religious Assemblies	Community Hall/Park/Arena	0-1	0-25
Card/Chess Match	Community Hall	0-12	0-25
Sidewalk Sales	Main Street	0-1	0-25
Consumer/trade/travel(vacation)	Community Hall/Arena	0	0
Conventions	Community Hall/ Theatre	0	0
Bingo/Raffle/Charity	Community Hall	0	0
Antique Shows	Community Hall/Parks	0-1	0-25
Art/Craft Shows	Community Hall/Parks	0-4	0-25
Dog/Cat Shows	Community Hall/Parks	0-1	0-25
Demonstration/Walk A Thon	Main Street/Community Halls	0-1	0-25
Garden Tours	General Public Premises	0	0
Christmas Home Tours	General Public Premises	0	0
Historical Tours	General Public Premises	0	0
Family Gatherings	Community Hall/Parks	0-6	0-25
Auto Show/Boat Show/R.V. Show	Community Hall/Parks	0	0
Flea Markets/Garden Market	Parking Lot/Park	0-4	0-25
Buskers	Main Street/Community Halls	0	0
Fishing Derby(Size, Catch not Speed)	Municipal Waterfront	0	0
Indoor Theatre Performances	Theatre	0	0
Outdoor Theatre Performances	Municipal Amphitheatre	0	0
Regatta(Canoe, Rowing Boats, Swimming, Sailing)	Municipal Waterfront	0	0
Skating	Arena	0-6	0-25
Auction/Bazaar	Community Hall	0-6	0-25
Badminton	Municipal Recreation Facility	0-1	0-25
Bowling	Municipal Recreation Facility	0	0
Curling	Municipal Recreation Facility	0	0
Horseshoes	Municipal Recreation Facility	0-4	0-25
Tennis	Municipal Recreation Facility	0	0
Dance Lessons & Fitness Classes	Municipal Recreation Facility	1-7 per wk	0-25
Baseball	Municipal Recreation Facility	0-4	0-50
Basketball	Municipal Recreation Facility	0	0
Volleyball	Municipal Recreation Facility	0	0
Swimming with a Lifeguard	Municipal Recreation Facility	0	0
Non-Contact Ice Hockey	Municipal Recreation Facility	0-6	0-25
Senior Events	Municipal Community Hall	0-12	0-25
Music/Dinner Jam Nights	Municipal Community Hall	0-12	0-80