



## **GENERAL POLICIES AND FEES – HALL /GROUNDS**

### **POLICY # 2017-004.3**

*Adopted July 20, 2020*

#### **RENTAL POLICY**

**Charging fees is standard practice for Halls/Grounds when individuals, private groups or non-profit groups wish to reserve and exclusively utilize public facilities (examples include but are not limited to: hall, kitchen, meeting rooms, riding arena etc.).**

#### **I. GENERAL RENTAL POLICY**

1. Rental fees for use of Bouchie Lake Hall/Grounds by a third party shall include:
  - i. the use of the space
  - ii. the cost to sanitize the facility as required to meet public health standards
  - iii. the use of equipment not under lock & key, located within the facility
2. Renters are required to pay a damage deposit, no later than 30 days prior to the event, which is fully refundable upon leaving the facility in the same condition as it was found and the key is returned. The Renter shall clean the Hall themselves following a clean-up checklist provided by the Facility Manager. Failure to complete the checklist satisfactorily will result in the cost of the cleaning being deducted from the Renter's damage deposit. The clean-up checklist may include but is not limited to spot washing floor and walls, sweeping the floor, washing down tables, picking up all paper and garbage and placing in receptacles, toilets should be flushed and no taps left running. *This deposit is non-refundable if the booking is cancelled within 30 days or less of the event.*
3. Renters are required to provide two million dollar liability insurance naming the Cariboo Regional District as an additional insured. This insurance can be purchased, at time of rental, from the Facility Manager (as per the CRD insurance policy & fee schedule) or from an Insurance Broker. If the Renter will be obtaining their own insurance policy, a copy must be provided 30 days prior to the event.
4. Renters must vacate the facility by the exit time indicated on their contract (this includes clean-up) or the damage deposit will be forfeited. Actual exit time is documented when the alarm is set upon exiting the building.



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5. All Renters are to pay a SOCAN Tariff – if applicable – as required by law, when using recorded or live music for non-educational purposes. All Renters playing sound recordings as a part of an event/reception are also required to pay *Re:Sound* tariffs based on the fee schedule established by Entandem. Licensing fees will be collected by the Bouchie Lake Hall/Grounds to be forwarded to Entandem. If the Renter can provide a copy of their Entandem License for inclusion in the Renter's file, these fees shall be waived.
6. If liquor will be served at the event/reception, a liquor license is required. A copy of the license must be posted in the designated area during the event and another copy provided to the Facility Manager for inclusion in the Renter's file.

#### **II. EVENTS WHERE RENTAL FEES MAY BE REDUCED:**

1. This section is a general overview. The specific details related to this section can be found in the *Special Event Rental Rates Policy*.
2. The Bouchie Lake Recreation Commission (the “BLRC”) is not obligated to accept any request for reduced rent, even if all the indicated requirements or conditions of this policy have been met.
3. The BLRC is unable to offer reduced rent on commercial activities, as these activities are not part of the BLRC's mandate. Please see the *Special Event Rental Rates Policy* for further details. The BLRC and the CRD Administration reserve the right to determine what constitutes a commercial activity.
4. Reduced rental fees (for the use of the Hall and associated equipment) may be arranged with the Facility Manager, on behalf of the Bouchie Lake Recreation Commission, for the following:
  - i. Memorials for Bouchie Lake and Milburn Lake residents who had lived in the area for more than 25 years. Although rental fees may be reduced, insurance, applicable licensing and damage deposit will still apply.



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- ii. Federal/provincial/local government use of the Hall - terms and conditions are determined in consultation with the appropriate government bodies.
- iii. Youth groups or youth only events (ages 18 and under). A written letter, signed by an authorized representative and outlining the details of the proposed event, should be submitted to the Facility Manager and/or the BLRC. The event organizer will be responsible for liability insurance, any applicable licensing fees and damage deposit.
5. Commissioners on the Bouchie Lake Recreation Commission can access the Hall for one private event per year at 50% of the regular rental rate. This benefit is non-transferable (i.e. it cannot be used by another person and/or family member) and the following criteria applies for a Commissioner to access this benefit:
  - i. Must have been a Commissioner on the BLRC for a minimum of 1 year (12 months), and;
  - ii. The Commissioner must have attended at least 60% of meetings held, and;
  - iii. The Commissioner will be responsible for insurance, damage deposit, and other applicable fees, and;
  - iv. At least one regular meeting of the BLRC must fall between receipt of the request and the proposed date of the event.
6. Legacy/Grandfathered events - The BLRC may choose to support (contribute to) a small, select number of events that have historically been offered by community groups at the Hall. Payment of rent, liability insurance, any applicable licensing fees, and damage deposit shall be the responsibility of the community group. The event must be open to the general public with no mandatory charges or fees. Further details can be found in the *Legacy/Grandfathered Events Policy*.

*The granting of reductions is dependent upon budget and operating impacts. The Bouchie Lake Recreation Commission operates on a fixed budget from the Cariboo Regional District and is expected to make up any shortfalls on its own, “by way of donations, fundraising, or facility rentals.” This necessitates a natural limitation to the number of local events that the BLRC can support by way of rental reductions.*



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7. If the direct involvement of the BLRC board is required in the decision-making process, at least one regular meeting of the BLRC must fall between receipt of the request and the proposed date of the event.

#### **III. BOUCHIE LAKE RECREATION COMMISSION USE OF THE HALL/GROUNDS**

The BLRC has been given a mandate to deliver community social events, such as dinners, dances and other social gatherings - excluding events where alcohol is served - as outlined under Schedule A of the Cariboo Regional District BLRC Bylaw 4918, 2014.

1. In addition to the exclusion of licensed social events at which alcohol may be served, the BLRC is NOT approved to deliver activities such as organized equestrian events, organized sporting leagues/tournaments or events of a commercial nature. *These activities may only be delivered by a third-party Renter.*
2. The BLRC may deliver community social events, as described above, that are under its full control and staffed by volunteers or volunteer groups working on behalf of the BLRC. The BLRC shall pay rent and any ancillary fees as appropriate for the use of the facilities, at the rates defined under the *Rental Fee Schedule for Hall/Grounds*.
3. All decisions regarding BLRC delivered events must be made in open, public meetings. Volunteers for the BLRC must allow for one or more regular meeting of the BLRC to fall between consultation with the Commission and the proposed date of the event.

#### **IV. RENTAL - POLICY PROCEDURE/IMPLEMENTATION**

1. The Facility Manager will collect the damage deposit from the Renter at the time of booking or no later than thirty (30) days prior to the event.
2. Thirty (30) days prior to the event, the Facility Manager will meet with the Renter to complete the Rental Agreement, confirm the insurance coverage, and collect the remainder of the rental



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fee plus other relevant fees.

3. The Facility Manager or designate will do a **pre-rental** walk through to establish the condition of the Hall with the Renter, as per the *Hall Clean Up Checklist*, prior to releasing the key & access code to the Hall.
4. The Facility Manager or designate will meet with the Renter to do a **post-rental** walk through to assess the condition the hall after the event, utilizing the same *Hall Clean Up Checklist*. The Renter may return the key directly to the Facility Manager (or designate) at this time, otherwise the key should be left in the drop box at the back door.
5. Should the Custodian, as the Facility Manager's designate, determine that the clean-up has not been completed satisfactorily by the Renter, the Custodian should notify the Facility Manager and wait for authorization before proceeding with any clean-up that is considered to be the responsibility of the Renter.
6. If the Renter elected to have the Custodian do the clean-up, the Custodian will be scheduled to come in after the conclusion of the event for general clean-up and to sanitize.
7. The Facility Manager will confirm the actual exit time from the alarm records and make any billing adjustments to the Renter that are deemed necessary.
8. Upon completion of the **post-rental** walk through, the Facility Manager will put in a request to the BLRC Treasurer for the refund of the damage deposit, indicating deductions where appropriate.

**NOTE:** *This policy replaces Policy # 2017-004.2*