

SUMMER VILLAGE OF POPLAR BAY
POLICY #33-2022

SUBJECT: POPLAR BAY RECREATION CENTRE RENTAL POLICY

DEPARTMENT: ADMINISTRATION

ADOPTED AND APPROVED BY COUNCIL: July 15, 2022

AMENDMENT DATE/ RES. NO: 2022-097

PURPOSE OF THIS POLICY

This policy sets out the administrative process to be followed for the rental and use of the Poplar Bay Recreation Centre when the use of heat, power and/or other facilities are requested.

DEFINITIONS

1. **Administration:** The Chief Administrative Officer (CAO) and/or staff.
2. **Council:** The elected Council of the Summer Village of Crystal Springs.
3. **Poplar Bay Recreation Centre:** The Recreation Community building located in the Summer Village of Poplar Bay.
4. **The Village:** The entity of The Summer Village of Poplar Bay.

BACKGROUND

The application and agreement (attached) apply only to the use of the Poplar Bay Recreation Centre. Casual use of the Recreation Centre without access to the heat, power or other facilities does not require an application.

The Summer Village Office will authorize the use of the Recreation Centre for community groups or residents who may wish to use the Recreation Centre on a day use basis.

All applications for use of the Recreation Centre must be submitted to the Summer Village Office at least two (2) weeks prior to the event. The Summer Village has the right to withdraw or deny the use of the Recreation Centre by any Organization or Group. The Group using the Recreation Centre shall be held responsible for any damages or losses to the Recreation Centre.

Recreation Centre Users are required to adhere to the Summer Village of Poplar Bay Bylaws and Policies.

The person who has signed the rental agreement must follow the requirements as set out in the Rental Agreement.

Rentals of the Recreation Centre are to be summarized for Council review each year.

RENTAL FEES

Fees will be charged as follows: Rental \$ FREE Refundable Deposit \$ 250.00

The above fee includes the cost of a Recreation Centre inspection prior to the event, the posting of a "Private Function Only" sign at the Recreation Centre, and an inspection of the facility following the event.

A fee for any and all damages to the Recreation Centre will be levied against the resident or group, and the damage deposit will be cashed, as well as there will be an additional fee of \$35/hour for any cleaning that may be required. The repair of any damages or losses will be charged against the damage deposit and if in excess of the deposit, the costs will be charged to the renter.



Fraser Hubbard, Mayor

Summer Village of Poplar Bay



Sylvia Roy, CAO

Summer Village of Poplar Bay

APPLICATION FOR USE OF THE POPLAR BAY RECREATION CENTRE

Name of Organization or Group: _____

Date: _____ Hours of Function: _____

Purpose of Function: _____

I hereby certify that:

- I, personally, will be present during the time the function is in progress,
- I shall be responsible for any damage to or loss of property belonging to the Summer Village of Poplar Bay,
- I will ensure that everyone who attends this function adheres to all Bylaws and Policies of the Summer Village of Poplar Bay during the setup, take down and duration of our event at the Poplar Bay Recreation Centre, and
- I have read and understand the requirements as set out in the Poplar Bay Recreation Rental Policy (attached).

Name: _____

Mailing Address: _____

Poplar Bay Address (if applicable): _____

Phone Number: _____

E-Mail Address: _____

Signature: _____

Administrative Use ONLY

Deposit Paid: _____

Recreation Centre Supervisor Notified: _____

Approval by Summer Village Office: _____

