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Subject: Municipal Parks & Facilities Policy	Effective Date: September 19, 2007
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Corporation of the Municipality of French River Municipal Parks & Facilities Policy

1. PURPOSE

The purpose of this Policy is to provide guidelines and information on the rules, regulations and procedures governing the use and rental of facilities within the Municipality. It ensures that indoor and outdoor recreational amenities are used for their intended purpose, are kept in good condition and contribute to the safety, availability and enjoyment of these spaces.

2. GENERAL

This Policy shall be administered by the Manager of the Parks and Recreation Department (Manager) and the Municipal Clerk.

This Policy shall come into force and effect on the day of passing.

This Policy shall be reviewed annually.

3. RENTING OF MUNICIPAL FACILITIES

3.1 Rental Process

Inquire about facility availability by contacting the Parks & Recreation Department. Complete the Rental Agreement, Check List and review the Terms and Condition of the Contract. Send your completed Rental Agreement and required documentation:

- by email at facilitiesmanager@frenchriver.ca
- in-person - Municipal Office, 44 St. Christophe Street, Noelville
- by mail - 44 St. Christophe Street, Suite 1, Noelville, Ontario P0M 2N0

All applicants must be at least 18 years of age or older and must be present throughout the entire use of the rental.

All rental requests will be scheduled on a first come, first serve basis as per the Section 3.3 - User Priority. The facility booking is not confirmed until the deposit is paid and upon a signed Rental Agreement.

A staff member will open and close the rented facility, or arrangements will be made by the Manager for the renter to access the rented facilities at a time and place instructed by the Manager.

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All facilities are smoke-free in accordance with the Municipality's Smoke Free By-law and as prescribed by the Smoke Free Ontario Act. It is the responsibility of the renter to supervise the function and enforce the no smoking rules. Failure to comply may result in a fine and/or loss of any deposit and future rental privileges.

3.2 Termination of Agreement

Rentals are subject to termination by the Municipality in unforeseen circumstances or facility closures. Refunds will be provided, however, no further compensation will be provided.

Rentals are subject to termination by the Municipality if the terms and conditions of the Rental Agreement are not being met. Refunds will not be provided when terms and conditions are breached by the renting party.

3.3 User Priority

Reservations will be taken on a first come, first serve basis and will also be considered according to the following priority:

Priority 1 - French River based minor leagues, adult leagues and community annual events.

Priority 2 - Residents/private bookings.

Priority 3 - Community programming through the Centre Univi (health centre), groups and schools.

Priority 4 - Non-affiliated, commercial and non-resident groups.

Community annual events/weekend timeslots are guaranteed year to year.

3.4 Fees and Charges

The complete list of fees for the rental of facilities is attached to the Rental Agreement and forms part of the Fees and Related User Charges By-law - Schedule 'D'.

Community not-for-profit organizations may qualify for a reduced rate of a hall rental; see Section 3.9 for eligibility criteria.

The renter is personally responsible for payment of the rental in full seven (7) days prior to the booking. A booking deposit of \$100 is required at the time of booking.

The renter is required to inform the Manager in writing of any cancellation. The booking deposit is non-refundable if the booking is cancelled within seven (7) days of the start of the event.

A \$200.00 security deposit is required at time of booking. The security deposit will be refunded by the Municipality less any charges for damage or additional cleaning required as a result of the event. The renter is responsible to pay for any damages in excess of the security deposit.

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3.5 Insurance

The Municipality requires a minimum of \$2 million in liability coverage for all events, with the Municipality of French River added as an additional insured on the policy. This amount may be higher for events that include high-risk activities such as fireworks, inflatables, or alcohol service to the public.

The applicant shall provide a copy of the policy or certificate two (2) weeks prior to the rental.

3.6 Hours and Holidays

The hours for renting the facilities will be determined on the application. All music and loud noises must stop at 1:00am. All persons in attendance must vacate the building by 1:30am. All renters are to comply with the noise levels as determined in the Municipality's Noise By-law.

The rental of any facility on holidays would be contingent on staff availability.

3.7 Set up and Clean Up

The renter is responsible for set up, take down and storing of chairs, tables etc. in the appropriate storage area(s). The renter is responsible for returning the premises back to the general condition of cleanliness and repair to which it was found or as instructed by the Manager.

All garbage and recycling must be bagged and left in the applicable receptacles as directed by staff.

If a renter needs to have access to the hall a day prior to the event, those arrangements need to be made at the time of booking and the renter will be subject to the Early set up/decoration fee; the renter will be allowed to enter the hall as determined on the Rental Agreement.

Where additional cleaning of the premises is deemed to be necessary, its cost will be deducted from the security deposit.

3.8 Fire and Emergency Safety

The renter agrees to read the fire safety plan for the rental facility and communicate this information to the users during the function. Open flames are not permitted in any facility. All exits must be kept free and clear from obstructions at all times.

Maximum capacity in the facilities governed by the Fire Regulations will be followed as identified on the Rental Agreement.

The renter agrees that the Municipality shall not be responsible for any injury to the renter or any person or persons using the facility whether arising by reason of negligence, theft, fire or any other incident that may occur.

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3.9 Reduced rates for not-for-profit organizations

Community not-for-profit organizations are to follow the rental process but may qualify for a reduced rate of a hall rental as per the following eligibility criteria:

Community Health Groups - organization that provides a program or service primarily to the residents of French River related to the promotion, education or in support of health services.

Community Organizations - organization that provides a program or service primarily to the residents of French River on a cost recovery basis. Organizations providing benefits to their members only via membership fees are excluded from this policy (e.g. Special Interest Groups, Business Associations or Political Groups).

Senior or Youth Organizations - organization that provides a program or service primarily to senior or youth residents of French River on a cost recovery basis.

Service Clubs - voluntary not-for-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations. A service club is defined firstly by its service mission and secondly its membership benefits, such as social occasions, networking, and personal growth opportunities that encourage involvement.

Special/Community Events - an event hosted by a not-for-profit organization that provides a program or service primarily to the residents of French River and is free for the public to attend.

3.10 Food and Beverages

The renter shall notify and obtain the required permits from the Sudbury & Districts Health Unit for events which include the preparation and/or serving of meals. The kitchen is available for a daily rate as per the Fees and Related Charges By-law.

The renter must apply for a special occasion permit to sell or serve alcohol at a facility and is subject to the applicable Licensed Event Hall Fee as per the Fees and Related Charges By-law. The renter may only sell or serve alcohol in the permit's designated area, in accordance with the Municipal Alcohol Policy and regulations of the Liquor License and Control Act, 2019.

The renter will have access to the bar/fridge/freezer area of the applicable hall and is responsible for providing, delivering and removing all liquor and equipment necessary for the sale and consumption of liquor after the event is over. All evidence of the liquor shall be removed within 30 minutes after the expiry of the permit.

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4. BOOKING OF MEETING ROOMS AT THE MUNICIPAL COMPLEX

The primary use of the Municipal Complex is to provide a workspace for Municipal employees to conduct their required tasks as well as provide a venue for residents to access municipal services. The Council Chamber is to provide a formal space for Council meetings and other committees of Council and the Boardroom is to provide a formal space for employee and council committee meetings, training and workspace.

The meeting rooms may be used by local not for profit organizations and government agencies at no fee during normal business hours, Monday to Friday from 8am to 4:30pm. Keeping in mind that Municipal related activities will be given priority to all the rooms within the Municipal Complex. Bookings after hours and on holidays would be contingent on staff availability.

Requests to reserve a room must be addressed at the Municipal Office. The Municipality reserves the right to make changes to meeting room bookings to accommodate Municipal use and will notify the renter should this be required.

IT equipment has been installed in meetings rooms and may be available for use. If the renter wishes to use this equipment, the specific equipment must be booked in advance. Renters are required to pre-arrange a training session with an appropriate Municipal employee prior to the occupancy. This will ensure that the renter receives instructions on the proper use of the equipment.

The renter is responsible for set up, take down and for returning the premises back to the condition, cleanliness and setup as when arriving.

5. USE OF MUNICIPAL PARKS

The Municipality has a wide selection of outdoor open spaces made available for the purposes of recreational facilities, including but not limited to ball fields, outdoor ice rinks, playgrounds, walking trails, splash pad, pavilions, ball fields, picnic areas, public beach and such other recreational uses as may be established from time to time. Municipal parks, excluding baseball fields, cannot be rented by the public for a private event.

5.1 General Rules and Regulations

The Municipality maintains the right to establish rules to ensure the safety and orderly use of the parks and facilities. Any person(s) violating the established rules or constituting a public nuisance may be required to leave the premises or may be issued a trespass notice. The Municipality and any of its authorized representatives are empowered and are required to preserve order and decorum in the park or facility.

- a) Parks are open from 7:00 a.m. to dusk.
- b) Every person shall follow the rules set out and posted at each park or facility.

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- c) No littering; all trash and recycling must be placed in proper receptacles. The Parks and Recreation Department is responsible for collecting trash and recyclable material from the receptacles on a regular basis.
- d) Campfires are prohibited on municipal grounds.
- e) No camping on municipal grounds.
- f) Fireworks are prohibited except with special written permission from the Fire Chief.
- g) Portable barbeques may be used in the park provided they are propane or gas operated and supervised at all times and used in a safe area.
- h) Dogs are to be on leashes at all times and persons with dogs must have in their possession the capability to properly dispose of dog feces.
- i) Advertising or selling of any product is prohibited except with a Council approved community event or a special written permission from the Manager.
- j) Alcoholic beverages are not permitted in any park except in areas designated and in accordance with the Municipal Alcohol Policy, Liquor License and Control Act and regulations set out by the Alcohol and Gaming Commission. Community Events in any park must be approved by Council.
- k) Smoking of tobacco and cannabis or vaping is not allowed within 20 metres of children's playgrounds and sports areas and within 9 meters of any entrance or exit in accordance with the Municipality's Smoke Free By-law and as prescribed by the Smoke Free Ontario Act.
- l) Vehicles may not be driven or parked on turf areas, sidewalks, service driveways, or emergency zones.
- m) No off-road vehicles are permitted in any park or facility in contrary to the Highway Traffic Act and the provisions of the Off-Road Vehicle By-Law. Snowmobiles must remain on designated OFSC trails.
- n) Be considerate of others and don't create any public nuisance that would interfere with the use and enjoyment by any other person.
- o) No person shall engage in boisterous play in or around any park.
- p) Be considerate and respectful of private properties that abut any park or facility.
- q) No person shall operate or use any sound amplifying equipment contrary to the provisions of the Noise By-law, unless authorized through special event designation or Council exemption.

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- r) No child under the age of twelve years of age shall be permitted on any municipal parks or facilities, except under the direct control of an adult.
- s) Parents or guardians are to supervise their child(ren) at all times when the children are using any park or playground equipment.
- t) No glass container, food, or beverage is allowed in any park.
- u) Don't disturb or feed wildlife.
- v) Any complaints shall be issued as per the Municipality's Complaint Policy.
- w) The Municipality of French River carries no liability insurance for users of its facilities. Users participate at their own risk of injury.
- x) Full responsibility and financial liability for any property damage will be assumed by the user group.

5.2 Closure of parks

Any park, or any section of a park, facility or field may be closed to the public for maintenance, for unsafe conditions or for any necessary reasons at the discretion of the Manager of Parks & Recreation. Notice to the public will be given to provide the timing of the closure and further information.