

TOWN OF GRAND COULEE

Facility Rental Policy

<i>Section</i>	<i>Classification</i>
Recreation	Policy
<i>Approved (Date)</i>	<i>Motion No.</i>
December 10, 2024	Res #2024-207

Purpose

The purpose of this policy is to provide clear and consistent guidelines for the rental and use of Town-owned facilities, including the community hall, boardroom, skating rink, and rink shack. The policy ensures fair access for residents, joint-use groups, and external users while supporting cost recovery for maintenance and utilities.

Scope

This policy applies to all rentals and uses of Town-owned recreation and cultural facilities.

Classification of Users

1. Residents of Grand Coulee

Events organized by residents that are open to the public will not be charged rental fees for the use of Town-owned facilities. Private events (e.g., weddings, birthdays) will be charged standard rental fee as per Schedule A of the 07-2022 Fees and Charges Bylaw.

2. Joint-Use Clubs or Groups

Clubs or organizations with members from Grand Coulee and surrounding communities may use the facilities for a nominal fee to reflect their shared benefit to the broader region.

3. External Organizations or Users

Groups or individuals not based in Grand Coulee or joint-use clubs will be charged standard rental fees for facility use. See the Schedule A from the 07-2022 Fees and Charges Bylaw

Rental Facilities

1. Board room

The boardroom is available for meetings, workshops, or other events. Residents, joint-use clubs, and external users will be charged as follows:

- a) 3 hours or less \$30.00
- b) 3 hours or more \$45.00

2. Kitchen Facilities

The kitchen and its cooking facility is available to be rented to hold classes or canning etc, fees will be charged at: (does not include the hall tables and set up)

- a) 3 hours or less \$60.00
- b) 3 hours or more \$100.00

3. Rink canteen

Available to rent for use of the kitchen equipment and fundraising. Rental rates are as follows:

- a) 3 hours or less \$45.00
- b) 3 hours or more \$75.00

General Terms and Conditions

1. Free Use for Specific Events

Funerals for Grand Coulee residents and Town-organized recreational or cultural events will not be subject to rental fees.

2. Damage Deposits

A refundable damage deposit of \$100.00 is required for all rentals to ensure the facility is left in good condition.

3. Payment Terms

All fees must be paid in full before the event. Cancellation refunds will be considered on a case-by-case basis, depending on notice provided.

4. Facility Maintenance

All users are required to clean the facility after use. Additional cleaning fees may apply if the facility is not returned to its original condition.

5. Church Facility Use

Should additional space be required, the Town may coordinate with the local church board to determine availability and applicable rental fees.

This policy will be reviewed annually by Administration to ensure it meets the needs of the community while supporting the maintenance of Town-owned facilities. Council may amend fee amounts or classifications as needed through Schedule A 07-2022 Fees and Charges Bylaw