



## Town of Stewiacke- Rental Policy

### Public Use of Town Properties

The Town of Stewiacke owns and manages many properties and facilities for the benefit and enjoyment of residents and visitors. It is the intent of this document to ensure all users understand what the Town will expect of them if they rent out facilities for private events or make use of the public parks.

Schedule of Green Spaces, Building etc.

Town of Stewiacke Rental Properties				
<u>Property Type</u>	<u>Definition</u>	<u>Rental Option</u>	<u>Guideline to Rent</u>	<u>Address</u>
Dennis Park Playground	Facility open to the public for general use	Can reserve picnic table(s) or gazebo in park	Public Usage on Playground- Complete rental agreement below if required	51 Main Street East, Stewiacke
Baseball Fields	Facility open to the public for general use with the exception of rental agreements or recurring bookings	Daily, weekly, monthly or yearly booking options	Public Usage- Complete rental agreement below if required	72 Highway 2, Stewiacke
Soccer Fields	Facility open to the public for general use with the exception of rental agreements or recurring bookings	Daily, weekly, monthly or yearly booking options	Public Usage- complete rental agreement below if required	72 Highway 2, Stewiacke
John Crawford Trail	Trail through town properties, maintained by the town staff	No rental options	Public Usage	185 Kitchener Street, Stewiacke
River Country Trail	Trail through town property, maintained by the town staff	No rental options	Public Usage	72 Highway 2, Stewiacke
Dennis Park Walking Trail	Trail through town property, maintained by the town staff	No rental options	Public Usage	51 Main Street East, Stewiacke



Stewiacke Community Centre	Facility that is offered through the Town for general use by public through rental agreement	Daily, weekly, monthly or yearly booking options	Public Usage-complete rental agreement below	111 Highway 2, Stewiacke
Public Works Building	Facility that is offered through the Town for general use by public through rental agreement	Daily, weekly, monthly or yearly booking options	Public Usage-complete rental agreement below	101 Kitchener Street, Stewiacke
Council Chambers	Facility that is offered through the Town for general use by public through rental agreement	Daily, weekly, monthly or yearly booking options	<u>Bookings for the Council Chambers will be at the discretion of the C.A.O. If approved-</u> complete rental agreement below	295 George Street Extension, Stewiacke

## **General Guidelines**

- 1) Groups or individuals shall be expected to observe all facility policies, rules and regulations.
- 2) Groups or individuals hosting an event shall be expected to follow all guidelines in the signed rental agreement.
- 3) Groups or individuals attending an event shall be expected to observe all event policies, rules and regulations instituted by the event host/renter.
- 4) Inappropriate behaviour at a Town facility or property shall result in the issuance of a written or verbal warning to the offenders and if necessary the police will be notified. Inappropriate behaviour for the purpose of this document includes but is not limited to:
  - a. Behaviour that obstructs or hinders the ability of others to use and enjoy Town facilities, or participate in Town service programs or events, or compromise the safety and health of others including staff;
  - b. Refusal to follow rental agreement terms and conditions and all other related Town policies, rules and regulations;
  - c. Willful damage or vandalism of property;
  - d. Criminal behaviour;
  - e. Access into the building or facility during a time period that was not specified in the rental agreement.



- 5) The use of facilities will not be restricted on the basis of race, nationality, ethnic origin, religion, sexual orientation, age or mental/physical disability.
- 6) Town Staff or Town Council have the right to refuse any proposed use of Town property after reviewing the agreement, and noticing that the set activity will not comply with the guidelines stated in this document.
- 7) Booking of facilities/greenspaces, etc. is on a first-come first-serve basis, with Town programs given priority.
- 8) Cleaning of properties and facilities after use is the responsibility of the user and all used space must be left in the same condition in which they are found. Users are required to remove all materials, equipment and rubbish left after use of the facility/property.
- 9) Users of Town facilities/properties are prohibited from removing materials (woods, stones etc.) from the property for personal or commercial use. Removal of these materials will be treated as a crime and referred to the RCMP.
- 10) Alcohol, tobacco and cannabis products are prohibited on all Town owned property, unless otherwise indicated on rental agreement and provincial regulations.
- 11) All users must follow and respect the occupancy numbers stated per building during rentals.
- 12) All users will be required to bring proof of their own liability insurance during their bookings, if required by the Town per facility/property. Users will list the Town of Stewiacke as an additional insured on their insurance policy.
- 13) All users booking a facility/property that requires key access will have to pay a deposit before receiving the key. Deposits will be refunded to the user, once the key is returned.

## Booking Requirements

### **Dennis Park Playground**

- 1) Users cannot reserve the Dennis Park Playground as it a public space and open to all in accordance with park hours.
- 2) If someone wants to reserve the gazebo or picnic tables they would need to contact the Town Office at 902-639-2231. A rental notice will be placed in the gazebo to make citizens aware.
- 3) **RATE:** Please refer to the Rental Agreement.
- 4) The Town of Stewiacke maintains and repairs all aspects of its facilities/properties within approved safety guidelines. Under no circumstances should any maintenance or repairs to our playground or other park amenities be done by anyone else unless contracted or approved by the Town of Stewiacke.



## **Baseball Fields**

- 1) **Field Use Policy Statement:** Failure to comply with the policies list below will result in field usage privileges being revoked.
- 2) **Objective:** To provide safe and well maintained sports fields for the residents of the Town of Stewiacke and surrounding area with an emphasis on youth participation.
- 3) **Guidelines:** Applications for field bookings will be dealt with on first-come first-serve basis, with the *exception of organized minor ball teams who have priority in field bookings.*
- 4) **Stewiacke Youth Ball:** These teams are exempt from paying basic field charges.
- 5) **Adult League Teams:** Adult Teams are teams that have players who are 19 years of age or older. Youth Teams playing in Adult Leagues will be subject to the same field charges as applies to Adult League Teams. Adult League Teams shall supply their own bases.
- 6) **Booking and Payment Procedure:** Dates for games, practices and tournaments for Adult League Teams will be confirmed when a rental agreement is signed. Please contact the Town of Stewiacke Office to discuss payment for your rental. Please book fields at least 7 days prior to the event.
- 7) **Cancellations:** The Town of Stewiacke should be notified at least 48 hours in advance of any cancellation that is not related to inclement weather or field playing conditions.
- 8) **Lights:** There is a small fee charged to the user to help cover the cost of electricity. Lights must be turned off by 11:00pm unless approved by appropriate Town personnel.
- 9) **Lime:** The Town of Stewiacke does not supply lime for the fields. All parties using the fields are responsible for purchasing lime. The Town does not line the fields.
- 10) **Keys:** Keys can be signed out through the Town Office between the hours of 8:30am and 4:30pm Monday to Friday. Keys must be returned within 2 working days of the event unless previous arrangements have been made through the Town Office. There is a deposit due when keys are signed out from the Office, and the deposit will be refunded once the keys have been returned following the event.
- 11) **Insurance:** Liability insurance is required for seasonal teams in order to book the fields. Evidence of insurance must be presented at the Town Office in order to confirm your booking. Tournaments held at the ball fields will also be required to provide liability insurance.
- 12) **Bases and Canteen:** The Town of Stewiacke does have a set of bases located in the equipment shed at the fields. Users may access the bases in the shed when they receive their key at the time of their booking. The Town encourages users to provide their own bases as the Town does not have enough bases to cover both fields, nor does the Town purchase a new set of bases each year. If you do use the bases, you are required to place them back into the equipment shed.
- 13) **Rates:** Please refer to the Rental Agreement.
- 14) **General:**
  - The Town of Stewiacke maintains and repairs all aspects of its facilities within approved safety guidelines. Under no circumstances should any maintenance or repairs to our



fields be done by anyone else unless contracted or approved by the Town of Stewiacke. This includes but is not limited to: dragging the fields, mowing, whipper-snipping and maintenance of pitching mounds.

- The user assumes responsibility for garbage cleanup and the proper care of the facility.
- Violent or otherwise offensive behavior is not tolerated at any time in any of the Town of Stewiacke's facilities, parks or open spaces/trails. This includes verbal and physical abuse.
- Parking is allowed in designated areas only. At no time should anyone park their cars on the fields.

## **Soccer Field**

- 1) **Field Use Policy Statement:** Failure to comply with the policies listed below will result in field usage privileges being revoked
- 2) **Objective:** To provide safe and well maintained sports fields for the residents of the Town of Stewiacke and surrounding area, with an emphasis on youth participation.
- 3) **Guidelines:** Applications for field bookings will be dealt with on first-come first-serve basis, with the *exception of minor soccer teams who have priority in field bookings.*
- 4) **Stewiacke Mastodons Soccer (Town offered youth soccer):** These teams are exempt from paying basic field charges.
- 5) **Adult League Teams:** Adult Teams are teams that have players who are 19 years of age or older. Youth Teams playing in Adult Leagues will be subject to the same field charges as applies to Adult League Teams. Adult League Teams shall supply their own netting, balls, cones etc.
- 6) **Booking and Payment Procedure:** Dates for games, practices and tournaments for Adult League Teams will be confirmed when a rental agreement is signed. Please contact the Town of Stewiacke Office to discuss payment for your rental. Please book the field at least 7 days prior to the event.
- 7) **Cancellations:** The Town of Stewiacke should be notified at least 48 hours in advance of any cancellation that is not related to inclement weather or field playing conditions.
- 8) **Insurance:** Liability insurance is required for seasonal teams in order to book the field. Evidence of insurance must be presented at the Town Office in order to confirm your booking. Tournaments also require liability insurance.
- 9) **Netting & Equipment:** The Town will not provide equipment to any users who book the soccer field.
- 10) **Lime:** The Town of Stewiacke does not supply lime for the field. All parties using the field are responsible for purchasing lime. The Town does not line the field.
- 11) **Keys:** Keys can be signed out through the Town Office between the hours of 8:30am and 4:30pm Monday to Friday. Keys must be returned within 2 working days of the event unless previous arrangements have been made through the Town Office. There is a



deposit due when keys are signed out from the Office, and the deposit will be refunded once the keys have been returned following the event.

12) Rates: Please refer to the Rental Agreement.

13) General:

- The Town of Stewiacke maintains and repairs all aspects of its facilities within approved safety guidelines. Under no circumstances should any maintenance or repairs to our field be done by anyone else unless contracted or approved by the Town of Stewiacke. This includes but is not limited to: mowing the field and whipper-snipping.
- The user assumes responsibility for garbage cleanup and the proper care of the facility.
- Violent or otherwise offensive behavior is not tolerated at any time in any of the Town of Stewiacke's facilities, parks or open spaces/trails. This includes verbal and physical abuse.
- Parking is allowed in designated areas only. At no time should anyone park their cars on the field.

## **Trails (John Crawford, River Country & Dennis Park Walking Trail)**

1. Trails cannot be reserved and or rented to users as they are public spaces.
2. If a group or organization were planning a running or similar event, they would need to speak directly to the Town Office to ensure all proper procedures were followed to be able to offer this event. The required procedures for an event like this would be to provide a risk management document, provide a map of your route for your event, provide water stations for participants, prove you have enough staff or volunteers able to work the event, as well as a few staff/volunteers trained in CPR.
3. If a running or similar event was to be held, there would need to be liability insurance on behalf of the user.
4. RATE: Please refer to the Rental Agreement.
5. The Town of Stewiacke maintains and repairs all aspects of its facilities within approved safety guidelines. Under no circumstances should any maintenance or repairs to our trails be done by anyone else unless contracted or approved by the Town of Stewiacke.

## **Stewiacke Community Centre**

### Hall Rental

1) Daily, Weekly, Monthly, Yearly functions (birthday, weekly sport activity, art show, paint club, playgroup, cards, bridal/wedding/baby showers, meetings)

- The user can book the Community Centre Hall for activities based on a daily, weekly, monthly, etc. basis.
- The user must call the Town Office to book the Community Centre space at least 3 days in advance.



- The user must complete a rental agreement before receiving keys for access into the Community Centre.
- The user must provide proof of liability insurance.
- The user must remove all equipment and materials brought into the facility as well as clean and remove garbage. The space shall look the same when you leave as it did when you arrived.
- If the user has set up to do before their booking that requires more than 30 minutes to the start of your function, additional costs may be added.
- Users will be required to make a deposit with their booking which will be refunded to the user once the Community Centre has been looked over by Town Staff and there is no damage done. This deposit also includes the key deposit that allows access into the Community Centre.
- RATE: Please refer to the Rental Agreement.

## 2) Large Functions (dances, dinners, fundraisers)

- The user can book the Community Centre for large functions such as dances, Christmas parties, dinners, fundraisers etc.
- The user will be required to provide proof of liability insurance.
- When booking the Community Centre for a large function, you will be required to book your event 4 weeks in advance.
- If the user has set up to do before their booking that requires more than 30 minutes to the start of your function, additional costs may be added.
- Users will be required to make a deposit with their booking which will be refunded to the user once the Community Centre has been looked over by Town staff and there is no damage done. This deposit also included the key deposit that allows access into the Community Centre.
- If you are serving alcohol at your event, you will need to come into the Town Office and complete a provincial liquor license application with one of the Town's staff. The license takes approximately 3 weeks to return to the Town Office. The liquor license fee is located on the Rental Agreement.
- The user will need to provide a list of names of any underage attendees at their function where alcohol will be served. This list is required prior to the event.
- If the user is hosting a function serving alcohol, the user must count their guests as the Town will need to provide adequate staffing to this event. If there are more than 125 guests there will be an additional fee charged to the billing
- If the user wishes to cancel their event, they are to cancel 3 weeks prior to the date of their event, if they wish to receive their deposit in full.



- If the user is going to be playing music at their PUBLIC event (DJ, Band, Apple Music etc.) a fee will be charged. This fee goes to the Society of Composers, Authors and Music Publishers of Canada.
  - RATE: Please refer to the Rental Agreement.
- 3) Community Centre Kitchen
- The Community Centre Kitchen is a full functioning kitchen with a sink, dishwasher, fridge, stove, oven and coffee perks. The kitchen was inspected in 2018.
  - Users requesting to book the Community Centre Kitchen, will have access to a full kitchen rental or a half kitchen rental based on a flat rate per day.
  - Full Kitchen-all appliances, utensils etc.
  - Half Kitchen- sink, counter tops, fridge and coffee perks.
  - RATE: Please refer to the Rental Agreement.
  - There is a deposit charged, this includes the key deposit. The deposit will be refunded once the kitchen has been looked over by Town staff.  
\*Please note that if you are renting out the Community Centre Hall as well as the kitchen there will only be one deposit collected.
  - The user is to ensure that the kitchen is left in the same condition as it was prior to the booking. This would include doing the dishes, removing garbage etc.
  - The user will be required to provide proof of liability insurance.
- 4) RATES: Please refer to the Rental Agreement.

### **Public Works Building**

1. Users may book the Public Works Building for meetings, presentations and other small functions.
2. Users will be expected to leave the building in the same condition as they were found. This includes removing all materials brought in, and disposing of garbage properly.
3. The user may be required to provide their own liability insurance.
4. RATE: Please refer to the Rental Agreement.

### **Stewiacke Council Chambers**

1. Users may book the Stewiacke Council Chambers for meetings, conferences, presentations and other small functions during regular office hours of Monday-Friday 8:30am-4:30pm.
2. Users will be expected to leave the Town Council Chambers in the condition they were found. This includes removing all material brought in for the booking as well as garbage being removed or placed properly in the garbage bin.
3. RATE: Please refer to the Rental Agreement.





4. The user may be required to provide their own liability insurance.

## **Insurance**

If you do not have your own liability insurance and are required to provide proof of liability insurance to complete your booking, the Town of Stewiacke has a sheet of rates that you can add onto your booking cost to ensure you are covered.

Motion:

I so move that the Council of the Town of Stewiacke approve the Rental Policy as presented.