



Township of Southgate Facility Rental Policy

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Facility Rental Policy

PREAMBLE

The Corporation of the Township of Southgate owns and manages a number of facilities and has developed a Facility Rental Policy explaining the procedures that must be adhered to when renting a facility to promote a safe, enjoyable environment for those who use these facilities.

PURPOSE OF THE POLICY

The purpose of the Facility Rental Policy is to provide guidelines for the rental of Southgate facilities according to the event descriptions and rental rates established by Council.

There will be additional requirements for rental of community facilities, if alcohol is being served in those facilities. For further information on this please refer to the Alcohol Risk Management Policy# 31.

This policy is divided into four sections:

1. Financial Clauses
2. Insurance Clauses
3. Premises and Equipment
4. Volunteers Assistance and Control Clauses
5. General Clauses

SECTION 1. FINANCIAL CLAUSES

- 1.1 The lessee shall pay the full rental fee and sign a facility rental agreement to confirm bookings in advance of the event.
- 1.2 The lessee may pay a holding deposit of \$25.00 specified by the Township of Southgate at the time of booking to reserve an event date. Facility rental dates secured with a deposit must be paid up in full, 30 business days prior to the event date or paid in full if another interested party requests the date and is willing to confirm the booking with the full rental fee. The lessee with the deposit will be contacted and allowed to firm up their booking or have their deposit returned in full to release the date to the other party.
- 1.3 A Facility key, cleaning and damage deposit of \$50 is required prior to picking up keys to the building. The deposit amount will be held in the absolute discretion of Southgate, and will take into account extra costs for cleaning or damage to the premises, that would require additional staff time or resources. Southgate shall invoice the lessee the amount by which repair costs and additional staff time, exceeds the deposit. If the facility is left in a manner acceptable to the Municipality the facility deposit will be released to the lessee, upon return of the keys and inspection of the building.

- 1.4 Section 1.3 as a fee requirement and established to protect the Township's risk and manage our facility maintenance costs. At the sole discretion of staff to deposit fees for cleaning and damage may be waived based on history of the lessee.
- 1.5 Only the premises as specified on the agreement are available to the lessee.
- 1.6 The lessee must pay SOCAN fees, which grants permission to play or perform copyrighted music publicly, if applicable to your event.
- 1.7 The lessee agrees to free Southgate from any other facility expenses incurred in connection with the event.
- 1.8 If the rental is cancelled 60 days prior to the event, the deposit will be fully refunded. If the rental is cancelled without 60 days notice, the deposit will remain with Southgate and will be refunded only if the facility is re-booked for that same date.

SECTION 2. INSURANCE CLAUSES

- 2.1 Southgate is not responsible for personal injury or damage.
- 2.2 Southgate is not responsible for loss, damage or theft of clothing, materials and/or equipment on the premises including the parking lot.
- 2.3 The lessee agrees to indemnify and save harmless Southgate as a result of the use of the facilities by lessee.
- 2.4 The lessee agrees to provide evidence of insurance for the events booked by a business or for public events, with a minimum of \$1,000,000.00 liability coverage and to have Southgate shown on the insurance policy as an additional insured for the purpose of the event.
- 2.5 Southgate insurance does not cover the lessee's negligence.

SECTION 3. PREMISES AND EQUIPMENT

- 3.1 Southgate shall provide the facility in a reasonably clean and orderly fashion at an agreed time and date. Our operating standards to manage affordable rental rates is to clean and inspect our facilities at minimum once per week. With these standards in mind the rates are established that renters must clean the facility at the end of their event as per section 3.10, and leave it in a condition as found or better. In some situations where events are booked in close time to each other, we request that you inspect facility 3 hours prior to the start of your event, to ensure the previous user has completed the appropriate cleaning after their event to allow time for the Facilities staff.

- 3.2 It is the lessee's responsibility to make arrangements prior to booking for viewing of the facility to ensure amenities are adequate for their event.
- 3.3 There shall be no modification or addition to either the facility or electrical wire without prior written approval from Southgate.
- 3.4 All exits and passages must be kept clean of all obstructions.
- 3.5 Nothing shall be permitted to be done or displayed on the premises which are contrary to the Criminal Code or any provincial or municipal acts, by-laws or regulations.
- 3.6 No alcoholic beverages shall be permitted on the premises unless licensed and permit posted (see Alcohol Risk Management Policy # 31).
- 3.7 The lessee agrees that any fundraising events requiring Ontario Gaming licensing such as raffles, gambling, etc. must be licensed with the municipality and be in compliance of section 3.5 of this policy.
- 3.8 Southgate retains the right to enter and inspect the premises at any time during an event.
- 3.9 Lessee shall abide to maximum capacity restrictions (see Appendix B).
- 3.10 Lessee shall return the premise back to the general condition of cleanliness and repair in which it was found. All refuse to be placed in the receptacles provided outside, the kitchen counter tops and sinks to be left clean, all dishes and utensils are washed and put away, floors to be clean and tables and chairs will be wiped and repositioned as found or as otherwise directed by recreation staff.

SECTION 4. VOLUNTEERS ASSISTANCE AND CONTROL CLAUSES

- 4.1 Facility Operator may impose additional directions and requirement for the safety of patrons, employees, lessee and the protection of the patrons.
- 4.2 The lessee shall furnish required manpower for fast and efficient initial set up and storage of chairs and tables if required under the direction of the recreation attendant.
- 4.3 The lessee shall furnish required manpower for fast and efficient clean up of the facility immediately after the event.
- 4.4 The lessee shall remove own material or supplies from site immediately after event.

SECTION 5. GENERAL CLAUSES

- 5.1 All parties must sign agreement prior to use and failure to abide by any clause of this agreement could result in loss of future rental rights.
- 5.2 All parties must identify the general purpose of their event, and include set up times and other pertinent information at least 2 weeks prior to event date. Any arrangement not authorized in this agreement must be cleared through the Southgate Recreation Department.
- 5.3 Southgate reserves the right to cancel any rental booking where the facility is required for a community emergency or other special Township requirement. This escape clause may be exercised at any time prior to or during the actual rental. Southgate will do its best to provide an alternate site, if available or reschedule the rental to another date and time or reimburse the lessee of all rental and deposit fees paid to the municipality for that specific booking.
- 5.4 This policy applies to the following Southgate facilities for rental bookings by private individuals or businesses to hold functions and events:
 - Dundalk Arena Auditorium
 - Dundalk Arena Ice Surface (April 1 to the September 1st each year)
 - Dundalk Memorial Park Pavilion
 - Holstein Council Chambers
 - Holstein Park Pavilion
 - Hopeville Ball Park Pavilion
 - Macintyre Building
 - Southgate Community Services Building Mill Room
 - Swinton Park Hall

Appendix A

Facility Rental Rates and Key Information

Dundalk, Hopeville and Holstein Pavilions, and Holstein Council Chambers:

Keys to the Holstein Pavilion can be picked up at the Holstein General Store during regular business hours, and must be returned to same (or placed in store mailbox) **immediately following the event.**

Keys for the Dundalk and Hopeville Pavilions can be picked up from the Dundalk Arena by calling (519) 374-3130.

Rates:

Dance (licensed) See the current Fees & Charges By-law

Family Reunion/Meeting See the current Fees & Charges By-law

Note: Family reunion events includes the ball diamond if not previously booked for another use.

Dundalk and District Community Centre – Arena & Auditorium

Rental fee includes the auditorium, kitchen and bar.

Keys are available at the Dundalk Arena by calling (519) 374-3130.

Arena Ice Surface Rates:

Ice Surface (April to August) See the current Fees & Charges By-law

Ice Surface with a bar See the current Fees & Charges By-law

Addition of the booth See the current Fees & Charges By-law

Auditorium Rates:

Dance (licensed) See the current Fees & Charges By-law

Family Gathering See the current Fees & Charges By-law

Events (no alcohol) See the current Fees & Charges By-law

Youth Tournaments See the current Fees & Charges By-law

Meetings See the current Fees & Charges By-law

Community Centers (Swinton Park and Frank Macintyre Buildings)

Keys to the Swinton Park Community Centre can be picked up at the Southgate Office during regular business hours and must be returned to same.

Keys for the Macintyre Building can be picked up from the Dundalk Arena by calling (519) 374-3130.

Rates:

Fri – Sun See the current Fees & Charges By-law

Note: Family reunion events booked on weekends includes the ball diamond if not previously booked for another use.

Mon – Thurs (up to 3hrs) See the current Fees & Charges By-law

Youth Groups See the current Fees & Charges By-law

Mill Room – Southgate Community Services Building

Rental fee includes access to audio visual equipment and WIFI for meeting and is ideal for business meetings and small community group meetings.

Keys for the Mill Room can be picked up from the Dundalk Library by calling (519) 923-3248.

Rates: See the current Fees & Charges By-law

Facility Key & Damage Deposit See the current Fees & Charges By-law

Appendix B

General Information Table

	Opens (approx)	Closes (approx)	Capacity	Lg. Table	Sm. Table	Chairs	Dishes	Coffee Percolator	Stove/Oven	Refrigerator	Microwave	Freezer	EXTRA INFO
Dundalk Community Centre Auditorium	Year round	-	225	25	-	225	YES	YES	YES (2)	YES	YES	YES	Microphone and sound system included
Dundalk Community Centre Ice Surface	April 1	Sept 1	816 +	25	-	480	NO	NO	NO	NO	NO	NO	Ice surface (booth rental extra)
Dundalk Pavilion	May 24	Sept 30	144 +	15	-	100	NO	NO	YES	YES	NO	NO	Playground, pool, baseball diamond*, skateboard park
Holstein Council Chambers	Year round	-	50	1		50	NO	NO	NO	NO	NO	NO	
Holstein Pavilion	May 24	Sept 30	240	23	8	200	NO	YES	YES	YES	YES	YES	Playground equipment, ball diamond, water access
Macintyre Building	Year round	-	120	5	11	72	YES	YES	YES	YES	YES	NO	Playground, pool, baseball diamond*, skateboard park, Indoor shuffleboard
Hopeville Pavilion	May 24	Sept 30	90	8	6	80	NO	NO	YES	YES	NO	YES	Baseball diamond, playground
Mill Room	Year round	-	25	1		10	NO	YES	NO	NO	YES	NO	Meetings with AV and WIFI
Swinton Park	Year round	-	90	7	17	80	YES	YES	YES	YES	YES	YES	Horseshoe pits, swings, outdoor shuffleboard

*Macintyre building rental includes use of ball diamond from 3-5pm.

*Dundalk Pavilion rental includes use of ball diamond from 1-3pm.

**Available through Lions Club

Appendix C

Southgate Facility Rental Checklist & Agreement

Lessee Name: _____

Phone #: _____ Email address: _____

Description of Use: _____

Rental Type:

Family Community Group Public Event Business

Fees to be Charged at the Time of Booking:

Booking Deposit Fee: \$ _____

Rental Fee: \$ _____

Cleaning Deposit Fee: \$ _____

Damage Deposit Fee: \$ _____

Total Booking Fees: \$ _____

Post Event Facility Fees:

Cleaning Fees \$ _____

Damage Fees \$ _____

Fees to be Reimbursed or Charged: \$ _____

Acknowledgement & Approval:

I have read the Township of Southgate Facility Rental Policy #30 and further I agree to accept these policy terms and conditions as part of this rental agreement. Failure to abide by any clause of this rental agreement could result in loss of future rental rights, agreements and all facility deposit and booking fees previously paid to the Township.

Name:

Date:

Signature:

Southgate Approval: