



<b>Title:</b> Facility Rental Policy	<b>Internal/External</b>
<b>Department:</b> Recreation & Community Services	<b>Policy Number:</b> RCS-008
<b>Approval Date:</b> March 3, 2014	<b>Implementation Date:</b> March 3, 2014
<b>Revision Approval Date:</b> May 28, 2024	<b>Revision Implementation Date:</b> May 28, 2024

## BACKGROUND

The Town of Paradise operates recreation facilities throughout Paradise to provide opportunities for the Town and the public to conduct private and community programs, meetings, and other events. When recreation facilities are not in use for Town events or programs, community and recreation groups, non-profit organizations, schools, businesses, and individuals are encouraged to rent and enjoy them.

## PURPOSE

The purpose of this policy is to establish requirements with respect to the rental of Town recreation facilities.

## DEFINITIONS

“Community / School Groups” – not-for-profit groups, typically facilitated by a board of directors or volunteers, that offer programs and services to enrich the community or meeting public needs. These groups are recognized by the Town, affiliated with their provincial or federal organizations and/or are registered online (i.e., Company and Deeds Online, Digital Government and Service NL) and consist of youth members under the age of 18. To be recognized as a community or School Group the group must operate within the town for Paradise and offer programs / services to residents.

“Not for Profit Organization” – includes organizations that have a registered not for profit organizational number. A not-for-profit operates with the intention of achieving specific, social, educational, charitable, or other public-serving goals. Organizations are required to provide a not-for profit number (i.e., that the name of the organization falls under) to be considered as such.

“Registered Charitable Organization” - refers to a type of not for profit that is aimed at improving lives in the community. These organizations must be exclusively charitable, conduct activities that further charitable purposes, and be exempt from paying income tax, with most supplies used being GST/HST-exempt.

“Private Rental” - a rental by a group or individual for a private function, program or service that is for profit or for personal use.

## POLICY STATEMENT

This policy applies to all individuals and groups renting or applying to rent Town of Paradise facilities. Facility rental requests must be submitted to and approved by appropriate Town staff prior to use of any rental space. The Town and renters of its facilities must meet and follow all conditions outlined in a signed Facility Rental Agreement.

Rental conditions may be affected by unforeseen emergency circumstances (e.g., weather events, public health closures or protocol changes). All rental requests are considered in priority order and the Town may refuse any rental request.

## GUIDELINES

### 1. Rental Request Priority Order

1.1 Rentals and rental requests are reviewed and prioritized in the following order:

1. Town of Paradise Events or Programming
2. Community Groups and School Groups Requests
3. Not for Profit Requests
4. Charitable Organization Requests
5. Private Rental Requests

1.2 Notwithstanding Section 1.1, facility rental times may be allocated in accordance with past arrangements / practices to help facilitate participation in recreational activities across various age groups.

### 2. Renter Responsibilities

2.1 Individuals or groups renting any Town facility must review and meet all guidelines, procedures, and conditions outlined in their Facility Rental Agreement. Agreements must be signed prior to any rental.

2.2 Rental responsibilities must be upheld as they relate to all conditions of the Facility Rental Agreement, including but not limited to, scheduling considerations, building access, insurance requirements, proper usage (i.e., cleanliness and condition, equipment use), cancellation processes, payment schedules and legal and privacy related considerations.

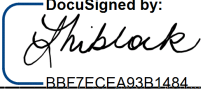
## REVISION HISTORY

	<b>Date Adopted</b>	<b>Motion</b>
<b>Policy Adopted</b>	March 3, 2014	M14-130
<b>Policy Revision 1</b>	November 16, 2021	M21-317
<b>Policy Revision 2</b>	May 28, 2024	M24-192

REVIEW

This policy may be subject to change at any time following new knowledge or new experience.

APPROVAL

Chief Administrative Officer:  Date: June 3, 2024 | 4:17:29 PM NDT