



TOWN POLICY

ADMINISTRATION POLICY:

Civic Centre Policy

DEPARTMENT: General Administration

POLICY NUMBER: GN-006

APPROVAL:  APPROVED BY CAO
Jeff Shaw

EFFECTIVE DATE: February 23, 2010
SUPERSEDES: Policy #C-8-1
UP FOR REVIEW: September 21, 2021

Policy Statement:

The goal of the Town of Cardston is to provide a quality facility to the public in a wide variety of uses and areas. This building has many amenities and can accommodate many different concepts:

- The Alberta Fire Code including occupancy limits must be adhered to at all times.
- There is no smoking within the confines of the Civic Centre.
- Functions must be under responsible adult supervision at all times.
- All rental fees are as per most recently approved "Fees and Charges" schedule.

General Rules

- 1) Town of Cardston sponsored non-profit and community organizations are entitled to one free meeting per month.
- 2) Each group is required to set up and take down the equipment used and provide a general clean up. If a group fails to put away equipment, the Town may require additional charge for work it would have to do.
- 3) While setting up chairs, tables, risers, etc. due care should be exercised to not damage the walls and floors. Some heavy items require two people.
- 4) Groups are required to pick up a key prior to their function and return it according to the arrangements made. There is no duplication of keys allowed.
- 5) A first aid kit is located in the kitchen and the main office.
- 6) Due to the size and nature of the building, other groups may have concurrent use of the building.
- 7) Use of tape on painted walls is prohibited. Pins on the draperies are also prohibited.
- 8) All groups must have responsible supervision. Children are not to be left unattended to run through the halls and rooms.
- 9) Any repair for damage, above normal wear and tear, will be assessed to the renter.
- 10) Adherence to the Alberta Fire Code includes that hay/straw bales or real trees are not to be allowed inside the building and candles must be confined to a chimney with only two per table.





TOWN POLICY

TITLE: Civic Centre Policy

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Care must be taken that no exits are blocked off in any way in setting up for a function. A copy of the Alberta Fire Code is located in the main office for clarification.

Failure to comply with these rules and guidelines may result in discontinued use in the future.

Multipurpose Room: Seating capacity 180 with chairs – 144 with tables.

- 1) A sound system is available for use.
- 2) The piano is not moved from the platform unless prior approval is received from the Parks and Recreation Foreman.
- 3) Renter is to inform staff of table and chair requirements prior to time of use.
- 4) Eating is allowed in the room. Access may be limited to kitchen depending on the function in the cultural hall. A coffee pot is available if needed.
- 5) All window and doors are to be locked following the use of the room.

Cultural Hall: Seating capacity 700 with chairs – 550 with tables.

- 1) Cleaning supplies are available by request and will be left in the kitchen for use. Extra garbage bags are located in the kitchen.
- 2) The lift if available for moving items from the lower floor to the gym floor and stage level. A safety chain is provided and must be in place when the lift is in use. Only Civic Centre operators will be allowed to operate the lift.
- 3) The building has 400 padded chairs available for use for functions. There are also an additional 250 folding chairs.
- 4) Playing with balls will not be allowed in the Civic Centre building.
- 5) A sound system is available for use during functions. One system is located on the northwest wall of the stage. The other is in the sound room and will be dealt with later in the policy.
- 6) All tables and chairs and display items (decorations) must have protective covering between the item and the floor.
- 7) Please no water on the floor.

Sound and Lighting Systems

- 1) The sound and light control panels are available to groups that have a trained operator. The town will train a responsible individual from the rental group if needed. It is not our policy to provide a trained technician for functions although under special circumstances arrangements may be made. Access to the sound and lighting room is by a separate key.
- 2) Any changes of the wires and connections are to be authorized through the Parks & Recreation Foreman. The Town must be notified immediately if any equipment malfunctions.
- 3) Food or drink is not to be allowed in the sound room.





TOWN POLICY

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- 4) Microphones and other equipment are kept under lock and key, and if required must be checked out.
- 5) No sound or lighting equipment shall leave the Civic Centre.

Piano

- 1) A concert grand piano is available in the facility in a limited access room. The room is off limits unless authorization is received from the booking agent.
- 2) Use of the piano is for selected functions only. If practice is required by children, a parent must also accompany and supervise while in use.
- 3) Movement of the piano is restricted to authorized personnel only.

Kitchen

- 1) The kitchen is available to groups upon scheduling and paying the rental fee.
- 2) The kitchen must be cleaned following use. This includes dishes (washing, drying, and setting them in the proper location), mopping the floor, and leaving the wet dish towels in the containers provided.
- 3) Knives are kept in a locked drawer. A key is available if required.
- 4) All cutting is to be done on the cutting and chopping blocks that are provided. There are white plastic cutting boards available.
- 5) All hot kettles and pots, etc., must be kept off the arborite countertops unless otherwise protected by the appropriate hot pads. A ceramic counter is available to accommodate hot items.
- 6) All garbage must be placed in the plastic bags provided and put in the garbage bin outside to the north of the kitchen.
- 7) Groups will be charged for missing or damaged equipment.



CIVIC CENTER RENTAL AGREEMENT

BETWEEN THE
TOWN OF CARDSTON
AND

(name of the group or organization, hereafter called "the Group")

Group Delegate _____

Address _____

_____ Phone _____

The Town of Cardston hereby rents to the Group the use of the Civic Center for functions according to the following guidelines:

1. The Group delegate will pay a deposit at time of booking or signing of the Rental Agreement. This said deposit will be used for securing the space booked and to secure against damages occurred. The deposit will be returned upon a final inspection after the conclusion of the event/function.
2. The Group delegate is the person responsible to coordinate the acquisition of keys from the Town Office. At the conclusion of the event/function the Group delegate is responsible to return the keys as prearranged. If keys are not returned within 48 hours of the conclusion of the event/function the deposit paid may be withheld.
3. The Group is responsible for any undue wear and tear or breakage to the facility or equipment. Replacements and repairs should be discussed with the Town's representative to determine the avenue to proceed. If any undue wear and tear or breakage to the facility or equipment is discovered upon inspection the deposit paid may be withheld.
4. The Group delegate is to supervise and be responsible for the proper control of group members and guests while on the premises.

Booking Date _____, 20____

Function Date _____, 20____

Arrival Time _____

Departure Time _____

Room(s) Booked:

1) _____	Cost: _____	Key# _____
2) _____	Cost: _____	Key# _____
3) _____	Cost: _____	Key# _____
4) _____	Cost: _____	Key# _____

Type of Function: _____

Total Cost for Rental: \$ _____

Payment Received: _____, 20____

Deposit: \$ _____

Deposit Paid: _____, 20____

Final Inspection Completed: _____, 20____

DEPOSIT

RETURNED / HELD

If held, for reason:

Group Delegate

Town of Cardston