



Policy Topic: Community Building Rental/User Policy		
Effective Date: April 28, 2021	Motion of Council: 2021-71	
Amendment Date:	Amendment Motion:	
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Issued By: Department of Recreation, Tourism & Economic Development		

The Town of Fogo Island has adopted a “Community Building Rental/User Policy” to standardize the use of community halls. The Council recognizes the value of community halls as a meeting place for social, fundraising, and other community and private functions, and of the need to support the operation of these facilities as long as they are being utilized by the community. Community halls need to be maintained and operated in a safe and hygienic condition and should be reasonably accessible to all. A fair fee structure for the use of the halls is required to defray a portion of the operating costs.

1. Community Halls

The following properties are covered by this policy:

- a. Stag Harbour – New hall on Highway 333
- b. Seldom Community Hall
- c. Island Harbour Community Hall
- d. Iceberg Arena
- e. Fogo Community Hall
- f. Joe Batt’s Arm Community Hall
- g. Tilting Fire Hall

2. Responsibility of Town

The Town of Fogo Island agrees that, subject to availability of funding in its annual budget, it will provide the following services to each Community Hall:

- a. Electrical Power
- b. Heat, either by Oil or Electricity
- c. Water and sewer
- d. Property, Fire and Liability Insurance
- e. Weekly garbage removal
- f. Regular light maintenance and repairs to property, grounds, and appliances, up to approved annual budget.
- g. Snow-clearing on a non-priority basis
- h. Capital maintenance as required and as funding is available.
- i. Annual fire inspections, occupancy permits, and fire extinguisher maintenance
- j. Consumables such as toilet tissue, paper towels, cleaning supplies, light bulbs and fluorescent tubes
- k. Cleaning of the facility and grounds.

3. Responsibility of Users



- a. Users must pay the rental fee when booking the facility.
- b. Users must obtain any necessary licenses and permits for their events (e.g. Liquor License, Bingo Permit).
- c. Security is the responsibility of the user.
- d. Additional event insurance is the responsibility of the user.
- e. All users are responsible for the removal of garbage to outside garbage bin
- f. Cost of repair of any damage to the facility during the rental will be at the User's expense.
- g. Obtaining and returning keys to the Town Office

4. **Rental Fees and Policy**

Fees shall be reviewed and set annually by the Council in its annual budget. New fee rate below was approved at a Public Meeting of Council held on January 26, 2021. Resolution #2021-08.

- a. Community Hall - Half day rate - \$75.00 (up to 4 hrs.)
- b. Community Hall - Full day rate - \$150.00(up to 8 hrs. \$200.00 up to 12 hrs.
- c. Stadium – Half day rate - \$75.00 (Birthday Party - common room & floor)
- d. Stadium Common Room/Kitchen – Half Day Rate (3 hrs) - \$75.00. Full day rate - \$150.00(up to 8 hrs. \$200.00 up to 12 hrs.
- e. Stadium Common Room/kitchen (wedding) \$400.00 (tables/chairs if needed, staff assistance if necessary)
- f. Rental of Tables and Chairs ---- if used outside of Town facilities will have a set cost of \$100.00 per day regardless of quantity. Time frame to return will be discussed with staff and resident, and flexible depending on set up time, clean up and availability.
- g. Programs run by the Town - No charge

5. **Miscellaneous**

- a. There shall be no smoking in any building operated by the Town.
- b. There shall be no deep-fat fryers operated in any building operated by the Town.
- c. The Town may terminate any rental or refuse to rent to any party at its sole discretion, and for:
 - i. Non-payment of any fees or costs
 - ii. Unruly, noisy or improper behavior
 - iii. Failure to abide by any conditions of any rental agreement or any Municipal, Provincial or Federal law or ordinance.
- d. Any non-profit organization seeking in-kind contributions will be reviewed by Town Staff and a decision will be made.

6. **Administration**

This policy shall be administered by the Town Office and is the primary responsibility of the Director of Recreation, Tourism and Economic Development and the Deputy Town Clerk.