

RM of Sifton
Community Hall & Commercial Kitchen Rental Policy

A. Policy Statement

RM of Sifton facilities are available for use, at a fee, to members of the public and organizations. Having the facilities available for rent will provide a venue for local community groups to come together to learn, socialize, network, promote the municipality, provide a service to the municipality and generate revenue for the municipality.

B. Purpose

The purpose of the RM of Sifton Community Hall Rental Policy is to provide guidelines and a fee structure for the use and rental of the facilities.

C. Scope

This policy applies to all potential renters with respect to the use of designated facilities and rooms within the municipality. See the following schedules for more information:

- 1. Schedule A - Procedures for the Rental of RM of Sifton Community Hall
- 2. Schedule B – Rental Fees

E. General

This Policy shall be administered by the RM of Sifton administration services and designated managers. This Policy shall be referred to as the 'RM of Sifton Community Hall and Commercial Kitchen Rental Policy'. This Policy shall come into force and effect on the day of passing. This Policy shall be reviewed annually.

F. Authority

The authority for the RM of Sifton Community Hall Rental Policy shall be by the approval of the RM of Sifton Council.

Reeve, Cyril Druwe

CAO, Lon Turner

Schedule A - Procedures for the Rental of RM of Sifton Community Hall

1. General

- A. The RM of Sifton Community Hall provides facilities for municipality recreation programming and social events. The primary uses of the facility are to provide recreation programming and locations for the community to come together. To keep the facilities sustainable, the hall is available for rent to the general public for various types of events.
- B. To maintain public safety, the following are terms and conditions for renting the facility within the Municipality. It is the renter's responsibility to notify their group of the below terms.
- C. All rental requests are to be scheduled on a 'first-come, first-serve' basis.
- D. All facilities are smoke-free. It is the responsibility of the renter to supervise the function and enforce the no smoking rules. Failure to comply may result in a fine and/or loss of any deposit and future rental privileges.
- E. Renters are to pick up keys to the rented facilities at the administration office or from the hall manager during regular business hours. Keys for week day rentals are to be picked up the morning of the rental. Weekend rentals are to be picked up the Friday prior to the rental. Keys are to be returned as soon as possible following the rental.

2. Renting Facilities

- A. All recreation facilities are to be booked through the administration office or through the hall manager. The Municipality reserves the right, entirely at its discretion, to accept or reject an application for use of any of the facilities. The Municipality shall settle all disputes and be the final authority. The Municipality may, if necessary, cancel rentals at any time. If possible, advance notice will be given.

3. Set Up and Clean Up

- A. The renter shall be responsible for set up, take down and storing of chairs, tables etc. in the appropriate storage area(s). The renter is responsible for returning the premises back to the general condition of cleanliness and repair to which it was found. Where additional cleaning of the premises is deemed to be necessary, the renter agrees to pay the cleaning charges as determined by the Municipality.

4. Fire and Emergency Safety

- A. The renter agrees to locate emergency exits of the rental facility and communicate this information to the users during the function.
- B. Open flames are not permitted in any facility.
- C. All exits must be kept free and clear of obstructions at all times.
- D. Maximum attendance at the facilities will be governed by the Fire Regulations in the Municipality as specified in Schedule B – Rental Fees.
- E. The renter agrees that the Municipality shall not be responsible for any injury to the renter or any person or persons using the facility whether arising by reason of negligence, theft, fire or any other incident that may occur.

5. Hours

- A. The hours for renting the facilities will be determined on the application. All music and loud noises must stop at 1:00am. All persons in attendance must vacate the building by 1:30 am. All renters are to comply with the noise levels as determined in the Municipality's most current Noise By-law.

6. Fee Structure

- A. The complete list of fees for all facilities is listed in Schedule B - Fees.

- B. All bookings will be secured contractually. The renter is personally responsible for payment of the rental in advance of the event unless otherwise stated. At time of booking, renters are required to pay by cheque a refundable damage deposit of \$500 (except as stated below), which will be used to pay for damages and or lost keys not returned. The deposit, which will be held by the Municipality and returned to renter after the event if renter meets all conditions of rental agreement.

Damage deposit is not required if renter is a Municipal Committee, Board Organization of the RM of Sifton, or is a contributing organization to the facility such as the Arena Board, Recreation Commission, Lions Club, Ag Society, Economic Development Board, etc.

- C. The renter is responsible for reimbursing the Municipality for any damage caused by improper use of the rental facility due to direct negligence on the part of anyone connected with the rental or attending the function, including the all entities mentioned in 6B above.

7. Insurance

- A. If required by the Municipality, the renter will take out a comprehensive policy of public liability and property damage insurance acceptable to the Municipality. This policy should provide coverage for any single accident to a minimum of one million dollars (\$1,000,000.00) exclusive and cost against loss of or damage to property arising in connection with the activity as a result of any act or omission of the organization. Such policy shall name the Municipality as an additional insured. The applicant shall provide a copy of the policy or certificate to the Municipality prior to the date of the function.

8. Food and Beverages

- A. The renter shall notify and obtain the required permits for events which include the preparation and/or serving of meals. Liquor may be sold or served only in rental facilities designated by the Municipality and under the authority of a special occasion permit. Liquor may only be served in the area designated on the permit. Renters using the premises are responsible for obtaining the permit. Permits shall not extend beyond 1:00 am (2:00 am on New Years' Eve). The renter is responsible for providing, delivering and removing all liquor and equipment necessary for the sale and consumption of liquor after the event is over. All evidence of the liquor shall be removed within 30 minutes after the expiry of the permit. The renter must supervise the sale and consumption of liquor, and enforce and abide by all regulations of the Liquor License Act and the Municipality. The Municipality may require the renter to pay for additional security for any event deemed necessary.

RM of Sifton Community Hall Rental Policy
Schedule B – Rental Fees

Facility Features & Rates
Community Hall

- 347 Seating Capacity (inside and outside),
- 40 - 8'x30" tables available, 300 chairs available, 300 place settings
- Outside seating capacity is only allowed for weddings and family functions; Community Hall tables and chairs not allowed outside; Outside area required to be fenced in as per MB Liquor Control Standards; Security must be notified by RM Sifton Administration office

Refundable Deposit: \$500.00

Damage deposit not required if renter is a Municipal Committee, Board Organization of the RM of Sifton, or is a contributing organization to the facility: Arena Board, Recreation Commission, Lions Club, Ag Society, Economic Development Board, etc.

Pick up keys morning of event from RM Sifton Administration Office or Hall Manager and leave in Drop Box in Community Hall after event along with **Hall Checklist**. If event is on weekend keys can be picked up on Friday.

Cost Per Event	Resident	Non-Resident
Commercial Kitchen <i>(per day use, no hour restriction)</i>	\$50.00	\$100.00
Set-up day before or clean-up day after / day	\$50.00	\$75.00
*Funerals Full day <i>(includes 1-day set-up, if available)</i>	\$75.00	\$125.00
Half Day rentals < 4 hours	\$100.00	\$125.00
Full day rental - unlicensed	\$150.00	\$250.00
Full day rental - licensed	\$250.00	\$350.00
Full Day rental - Auctions <i>(includes 1-day setup, if available)</i>	\$450.00	\$450.00
**Security for ALL Licensed Events <i>(extra charge)/day</i>	\$300.00	
<p>*No damage deposit required for funerals.</p> <p>**Security is required for all licensed socials unless otherwise directed by Council/CAO. All other licensed events will be determined at time of booking if security will be mandatory for the event by the CAO. Typically, licensed events for non-residents will require security and possibly all other licensed events with 75 guests or more.</p> <p>Keys are the property of the RM of Sifton and are held at the Municipal Office. Council approves that the following may possess one set of keys each: 1 (ONE) Councilor from Municipal Buildings Committee, Public Works Foreman, and Hall Manager. At least 1 (ONE) set of keys must remain in the Administration Office at all times.</p>		