



Municipal Policy Manual

NAME: Community / Seniors Centre Rental Policy

SECTION: 500 No: 507

COUNCIL MOTION NUMBER: 317 1809 24

UPDATED: September 24, 2018

1. PURPOSE

- 1.1. To establish general guidelines for the rental and operation of the Town of Picture Butte Community / Seniors Centre.

2. POLICY

- 2.1. The facility shall be operated and maintained by the Town of Picture Butte and shall be operated according to the needs and interests of the community as outlined in this policy.
- 2.2. All persons using the facility, other than those with an ongoing rental agreement, must complete and sign a rental agreement, with all rental fees and damage deposit paid in advance of their rental date.
- 2.3. The damage deposit must be paid by cheque, cash or credit card preauthorization.
- 2.4. Use of the Picture Butte Community / Seniors Centre shall be confined to the area(s), date(s) and time(s) stated on the rental application form.
- 2.5. A renter may not sublet the Picture Butte Community / Seniors Centre, nor may the application or rental privileges be transferred or assigned.
- 2.6. No bookings are deemed confirmed or considered final until payment is received in full by the Town of Picture Butte Administration Office.
- 2.7. Each group using the Picture Butte Community / Seniors Centre shall designate one person responsible for signing the rental agreement as well as being responsible for signing keys out and returning them to the Town Office. This person will be used as point of contact for the organization / booking party.
- 2.8. Keys must be picked up at the Town Office no later than 3:00 p.m. on the day of the booking and returned by 12:00 p.m. the next day. Keys may be dropped off in the Town Office mailbox located at the Town of Picture Butte Administration Building after regular business hours.
- 2.9. The Town of Picture Butte will not release keys to the Picture Butte Community / Seniors Centre until full payment for facility use, the damage deposit and a copy of the liquor license / permit (if necessary) have been received.
- 2.10. In the event the function is serving alcohol, it is the responsibility of the renter, at their sole cost and expense to:
 - 2.10.1. Obtain an appropriate liquor license / permit
 - 2.10.2. Post the liquor license / permit in accordance with AGLC requirements.
 - 2.10.3. Provide the Town of Picture Butte with a copy of the liquor license / permit prior to the rental date.
- 2.11. The organization / booking party is responsible to supply their own materials including paper towels, dishcloths, tea towels, dish soap, bowls, pots and pans, casserole dishes, and tablecloths when booking the kitchen.



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- 2.12. The renter shall leave the Picture Butte Community / Seniors Centre and grounds in the same or better condition as it was prior to the booking. This includes completing all items on the checklist provided at the time of booking. Should damage exist or cleaning be required, Town staff will perform the necessary tasks and will charge the cost to the renter.
- 2.13. In the event of damage, negligence in cleaning, or missing items, funds required to repair, replace, or clean the area in question will be deducted from the damage deposit before return. If a full damage deposit is not returned, a written explanation of deductions will be presented to the renter.
- 2.14. Decorations, streamers, wall hangings, etc. may only be hanged from the walls using low-adhesive tape. Staples, nails, tacks, pins or glue are expressly prohibited. Any damage to walls or paint that results from items hanged on the walls will be deducted from the renter's damage deposit, regardless of the material used.
- 2.15. No animals are permitted in the Picture Butte Community / Seniors Centre, with the exception of service dogs, as defined in the Service Dogs Act.
- 2.16. Rentals cancelled with at least three business days' notice to the Town Office will received a refund of 50% of the rental fee. Rentals cancelled with less than three business days' notice to the Town Office will not receive a refund of the rental fee.
- 2.17. The booking party shall be responsible for the care, custody and control of the Picture Butte Community / Seniors Centre and shall also be responsible for the safekeeping and safety of the people on the premises during the event. The booking party shall be responsible to provide their own liability insurance protection for their event. All booking parties must supply adequate supervision while on Town of Picture Butte property.