

TOWN OF STRATFORD – COUNCIL POLICY			Tab 1
Name:	Parks, Playing Fields, and Facilities Use Policy	Policy Number:	2009-RC-01
Committee:	Recreation	Approval Date:	April 8, 2009 Amended March 14/12

1. Introduction

The Town of Stratford owns and operates parks, playing fields and facilities which are available to the public for their use. All Town parks are public property and, as such, are available to members of the general public at all reasonable times for their use and enjoyment. Town playing fields and facilities are available on a more limited basis and must be scheduled prior to usage. Groups and individuals who want to use Town Parks for events or gatherings or Town playing fields or facilities must make application and obtain permission in accordance with this policy.

2. Definitions

User Group – Priority

A User Group - Priority for the purpose of this policy, is a body or person who:

- a. Provides direct services to residents of the Town; i.e., Girl Guides, Scouts, Women's Institutes, Senior Groups, Pownal Hockey, Mount Herbert 4-H, etc.
- b. Is an area based service club.

User Group - Non-Priority

Is a non-profit organization not based in the Town of Stratford; i.e., PEI Diabetes Association, Cancer Society, etc.

Non-User Group

A Non-User Group for the purpose of this policy is a body or person who is any other group or person not included in the user group who requests rental of a facility.

3. Town Parks

- a. Town parks include all neighbourhood passive parks and playgrounds, Teahill Park, Pondside Park, and Robert Cotton Memorial Park. The following activities are prohibited in Town Parks unless a permit has been issued by the recreation department to cover the event:

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- i. consumption or possession of alcoholic beverages.
 - ii. Events or gatherings that are catered.
 - iii. Events or gatherings where goods are sold or exchanged for profit.
 - iv. Events or gatherings that cause traffic hazards.
 - v. Signage advertising events or gatherings.
 - vi. Private functions that require parks or sections of parks to be closed to the general public.
- b. Requests for events or gatherings must be submitted to the Recreation Department on the attached form. The Recreation Director shall approve or deny the request after considering the conformity of the request to this policy and the approval shall be subject to an agreement requiring that:
 - i. The park to be cleaned of litter after the usage.
 - ii. Any damage be repaired after usage and including the cost therefore if the Town carries out the repairs.
 - iii. Suitable arrangements for traffic control, parking and temporary washrooms where required by, and to the satisfaction of the Town.
 - iv. Other requirements deemed necessary by the Town in individual circumstances.

4. Playing Fields

Playing fields are available to local sporting organizations, groups, and individuals on a priority basis. The Recreation Department will determine which groups have priority and schedule the playing fields accordingly. Residents or groups who do not belong to a sporting organization may make arrangements for the use of the playing field with the Recreation Department. The Recreation Department will control the opening and closing dates of all fields and facilities.

5. Town Facilities

a. General Conditions

Town facilities include the Stratford Town Centre, Cross Roads Community Centre, Bunbury Rink Hall, and Cotton Park buildings. Town facilities are available to groups or individuals on a priority basis with first priority given to groups/individuals falling under the User Group - Priority category. Requests for the use of Town facilities must be submitted to the Recreation Department on the attached form. The Recreation Director

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shall approve or deny the request after considering the conformity of the request to this policy and the approval shall be subject to an agreement requiring that:

- i. The facility be cleaned after the usage
- i. Any damage be repaired after usage and including the cost therefor if the Town carries out the repairs.
- ii. Any permits or approvals including liquor licenses be obtained and supplied to the Town prior to the usage.
- iii. The rental of community facilities shall not interfere with the delivery of Town Programs or the disposition of Council Business.
- iv. Please respect the walls by not using stick pins. If you must hang items, please use the whiteboards or masking tape.
- v. Lessee is responsible for the set-up and tear down for their function as well as returning the room to its original state.
- vi. Community centers are equipped with a number of tables and chairs. Additional requirements are the responsibility of the Lessee.
- vii. Kitchen facilities are available at MacNeil Centre, Cotton Centre, and the Town Centre. All supplies are the responsibility of the Lessee.
- viii. Lessee is responsible for sorting of waste (according to Waste Watch Guidelines) into proper waste containers.
- ix. Lessor reserves the right to preempt this contract for emergency use by the Town. 48 hours notice will be given unless it's an emergency maintenance issue.
- x. Lessee will not exchange or give use of the facility for the date(s) on this contract to any person or group without permission of the Lessor.
- xi. Contracts must be signed within five days of the reservation. If not the reservation will cease.
- xii. Damage Deposits. The damage deposit applies to all rentals and will be refunded in full if no damage or theft on the premises occurs during the time of the rental. If damages occur above acceptable normal wear and tear, the department will apply the cost of repairing the damage to the deposit. The amount of the deposit remaining after paying all damages will be refunded. The user will be billed for damages that exceed the total of the damage deposit. Damage deposits will be paid separately from rental fees and the deposit will be refunded on the first working day following the event if no damages or theft has occurred.
- xiii. Pre Event Access. Users may have access to the room for event set-up prior to the reservation date if the room is available. Regular rental rates apply.
- xiv. Post Event Access. All equipment & decorations etc. must be out of the room before leaving the premises on the reserved date. The Town will not

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be responsible for any equipment or decorations left behind after the reserved date.

- xv. Smoking. The Town has adopted a non-smoking by-law for all Town buildings and all users shall adhere to this policy.

Note: Dedicated times are available to groups identified as User Groups - Priority, provided there is room availability, no conflict with delivery of Town programs or the disposition of Council Business. Dedicated times are defined as times reserved throughout the calendar year.

The Stratford Recreation Department is not obligated to issue dedicated times for any User - Non Priority Groups or Non-User Groups. These groups must book on a per event basis.

b. Stratford Town Centre Rental Rates

There is no charge for any individuals or groups which fall under the User Group Category for use of rooms in the Stratford Town Centre. Please note that the indoor walking track and fitness area on the second level of the gymnasium area will remain open at all times that the facility is open for any User Group Priority and Non-Priority events. The Track and Fitness Area may be closed for Non-User Groups (or paying groups) which request and receive sanction by the Recreation Department. For any Non User Groups the rental fees are as follows:

- i. For use of reception room (Bunbury and Southport Room together), a charge of \$55.00 per hour to a maximum of \$330.00 for full day use be applied. In addition, a damage deposit of \$200.00 is required. All fees to be paid in advance.
- ii. For use of one of the Meeting Rooms (Battery Point Room, Keppoch / Kinlock Room, Bunbury Room, Southport Room), a charge of \$27.50 per hour to a maximum of \$165.00 for full day use be applied. In addition, a damage deposit of \$200.00 is required. All fees to be paid in advance.
- iii. For use of the Gymnasium for social gatherings, i.e. receptions, parties, weddings, etc., a charge of \$55.00 per hour to a maximum of \$330.00 for full day use be applied. In addition, a damage deposit of \$200.00 is required. All fees to be paid in advance. Please note that renter is aware that the indoor walking track will remain open at all times that the complex is open, with the exception of events that receive sanction by the Recreation Department.
- iv. For use of the Gymnasium for sporting activities, a charge of \$27.50 per hour to a maximum of \$165.00 for full day use be applied. In addition, a

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damage deposit of \$200.00 is required. All fees to be paid in advance. Again, please note that renter is aware that the indoor walking track will remain open at all times that the centre is open, with the exception of events that receive sanction by the Recreation Department.

- v. For use of one-half of the gym for social gatherings, i.e. receptions, parties, weddings, etc., a charge of \$27.50 per hour to a maximum of \$165.00 for full day use be applied. In addition, a damage deposit of \$200.00 is required. All fees to be paid in advance.
- vi. For use of one-half of the gym for sporting activities, a charge of \$16.50 per hour to a maximum of \$82.50 for full day use be applied. In addition, a damage deposit of \$200.00 is required. All fees to be paid in advance.
- vii. For use of the stage, a charge of \$27.50 per hour to a maximum of \$165.00 for full day use will be applied. In addition, a damage deposit of \$200.00 is required. All fees to be paid in advance.
- viii. For use of kitchen, a fee of \$27.50 per hour is applied.
- ix. Please note for all user groups; Where the Recreation Department deems it necessary to have security present at the requested event (ie dances), user group must pay in advance, applicable fees to cover security costs. Depending on the numbers attending the event, the town requires a minimum of two security staff to be present 30 minutes before event and 30 minutes after the event. In addition, if a supervisor is required for hours outside of regular Town Centre Public Hours, fees for supervisors are to be paid as per supervisors' wage contract.
- x. All keys must be returned on the first working day following the rental. A \$150.00 charge will be levied for lost keys.
- xi. All fees are due and payable in advance and all rental rates include GST.

c. Other Town Facilities Rental Rates

- i. There is no charge for individuals or groups which fall under the User Group Category for use of other Town facilities. For any group or individual which fall under the Non-User Group category, the rental fees are as follows:
 - a. A charge of \$16.50 per hour to a maximum of \$82.50 for full day use be applied. In addition, a damage deposit of \$200.00 is required. All fees to be paid in advance.
 - b. All keys must be returned on the first working day following the rental. A \$50 charge will be levied for lost keys.

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- c. All fees are due and payable in advance and all rental rates include GST.

Amendment 5 d) added March 14, 2012

- d. i. For any group or individual which fall under the Non-User Group category, the rental fees are as follows:

- a. A charge of \$25.00 per hour use be applied. In addition, a damage deposit of \$200.00 is required. All fees to be paid in advance.
- b. All keys, if needed, must be returned on the first working day following the rental. A \$50.00 charge will be levied for lost keys.
- c. All fees are due and payable in advance and all rental rates include GST.

6. Public Nuisances

No person shall use or be in any public park within the Town on any day between the hours of 10:00 p.m. and 7:00 a.m. without first obtaining written authorization from the Town.

7. Previous Parks Policy

Parks, Playing Fields and Facilities Use Policy, Policy 2003-RC-01 is hereby rescinded.

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I. *Other Town Facility Rental Rates*

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 - a) A charge of \$16.50 per hour to a maximum of \$82.50 for full day use be applied. In addition a damage deposit of \$200.00 is required. All fees to be paid in advance.
 - b) All keys must be returned on the first working day following the rental.
A \$50.00 charge will be levied for lost keys.
 - c) All fees are due and payable in advance and all rental rates include GST.

b. Stratford Town Centre Rental Rates

