

<b>Municipal Facility Use Policy</b>			
<b>Authority</b>	Manager of Parks & Recreation		
<b>Amending By-law No.</b>	2018-040	<b>Establishing By-law No.</b>	2016-070

**1. PURPOSE**

**1.1.** The purpose of this Policy is to outline guidelines for any users of municipal facilities. The Policy is meant to promote the usage of municipal facilities; to promote special events in the community; and to ensure that all users are treated fairly and equitably, and the assets and citizens of the Town of Gananoque are protected.

**2. SCOPE**

- 2.1.** The Town operates facilities which are used for public activities and/or requested by the public for various activities. Municipal facilities usage can include recreational usage or events, meetings, cultural and social events, special events and/or private rental functions.
- 2.2.** The Policy applies to any and all activities and events held on/in municipal facilities. Municipal facilities consist of any and all property owned and/or operated by the Town of Gananoque. This includes but is not limited to parks and facilities, band shells, arenas, community centres, roads, sidewalks, and parking lots.
- 2.3.** This Policy works in conjunction with the Municipal Alcohol Policy, General Rates and Fees By-law and User Contracts to provide the established guidelines for the use of municipal facilities for any and all users, including events hosted by Council Committees and Town groups.

**3. POLICY**

**3.1. SPECIAL EVENTS:**

- 3.1.1.** All organizers of Special Events to be held on/in a municipal facility must apply in writing. An application should be submitted, to the Manager of Parks and Recreation, within a minimum of thirty (30) days prior to the event to ensure that the facility requested will be available. At the time of submission applicants are required to provide the following information:
  - 3.1.1.1.** An outline of the event that the organization would like to hold.
  - 3.1.1.2.** Contact information.
  - 3.1.1.3.** Date and time that the event will take place.
  - 3.1.1.4.** The facility being requested
  - 3.1.1.5.** A comprehensive list of all activities planned for the event.
  - 3.1.1.6.** An outline of how this event will be supported and where revenues will be distributed.

- 3.1.1.7. How the event benefits the Town of Gananoque.
  - 3.1.1.8. Completed form – Request for Use of Municipal Facilities (Appendix ‘A’).
  - 3.1.1.9. Completed form (if required) – Special Events Permit Road Closure (Appendix ‘B’).
- 3.1.2. The request shall be directed to the Manager of Parks and Recreation, who has the right to reject any event for any reason whatsoever.
- 3.1.3. The Manager of Parks and Recreation shall be responsible to liaise with the organizers and with other Town staff members in advancing the event application, and will be responsible to ensure that all policy requirements are met.
- 3.1.4. All Special Event Organizers will be provided with a copy of this policy and must acknowledge receipt of the policy in writing on the Rental Contract.
- 3.1.5. All Special Event Organizers must follow mandatory guidelines set out in this policy. Mandatory requirements are:
- 3.1.5.1. Insurance.
  - 3.1.5.2. That the rules and regulations contained within both the current Noise By-Law as well as the Rental Contract be adhered to.
  - 3.1.5.3. Public Health approval where food is served to the Public.
  - 3.1.5.4. Signed Rental Contract.
  - 3.1.5.5. AGCO permits/approvals and adherence to the Town Municipal Alcohol Policy if alcohol is being served.
  - 3.1.5.6. Security Detail if required.
  - 3.1.5.7. Follow occupancy load – Appendix ‘C’.

### **3.2. PARK RESTRICTIONS:**

In order to protect the properties of the Town of Gananoque the following restrictions are in place:

#### **3.2.1. Joel Stone Heritage Park**

- 3.2.1.1. All vehicles with the exception of the service vehicles are restricted from the park. Boats and Boat Trailers are restricted from the park.
- 3.2.1.2. During any event planned on the Waterfront the Splash Pad and Beach must remain open and available for public use.

#### **3.2.2. All Municipal Parks**

- 3.2.2.1. Event Tents that require pegs more than 12 inches in length are by special permission only from the Manager of Parks & Recreation; also tents may require a special building permit, so please check with Chief Building Official.
- 3.2.2.2. It is the responsibility of organizers to insure that all properties are returned to their previous condition following their event.

### **3.3. PRIVATE RENTAL & SPORTS FUNCTIONS**

- 3.3.1. For Private rentals and or sports functions applicants must comply with the following:
  - 3.3.1.1. Contact the Manager of Parks & Recreation.
  - 3.3.1.2. Enter into a Rental Contract prior to the event, payments to be received in advance of the event.
  - 3.3.1.3. Proof of liability insurance for all events held on/in a municipal facility is required and must be received along with the signed contract. Insurance for private functions is available through the Municipal Facility User Insurance Program. This can be access through the Parks and Recreation Department.
  - 3.3.1.4. Conformity to the Town Municipal Alcohol Policy and AGCO permits and approvals are mandatory for all events held on/in municipal facility where alcohol is being served.
  - 3.3.1.5. Conformity to capacity limits established by the Fire Department in all indoor facilities and tents for outdoor events is mandatory.

### **3.4. FACILITY/SERVE FEE SCHEDULE**

- 3.4.1. Fee schedules may change each year, please visit the municipal website at [www.gananoque.ca](http://www.gananoque.ca) to find the most General Rates and Fees By-law.

### **3.5. EVENT ROAD CLOSURES**

- 3.5.1. Application for road closures must be received by the Manager of Parks and Recreation a minimum of one (1) month prior to the event.
- 3.5.2. Once approval has been granted, the Applicant will receive a copy of the Application which will indicate what conditions must be met.

**Appendix 'A'**

**REQUEST FOR USE OF MUNICIPAL FACILITIES**

Mailing Address: 600 King Street East, Gananoque, Ontario K7G 2T6

613-217-2260 / [specialevents@gananoque.ca](mailto:specialevents@gananoque.ca)

Date of Application		Event		
<b>Name of Group/Club/Association:</b>				
<b>Name and Title of Primary Contact (i.e. President):</b>			Telephone (home):	
Address:		Apt:	Telephone (office):	
City:	Province:	Postal Code:	Fax:	e-mail:
<b>Name and Title of Secondary Contact:</b>			Telephone (home):	
Address:		Apt:	Telephone (office):	
City:	Province:	Postal Code:	Fax:	e-mail:
<b>IN ORDER TO ENSURE PROPER COMMUNICATION IS MAINTAINED, PLEASE NOTIFY TOWN STAFF WHEN THERE IS A CHANGE IN YOUR CONTACT INFORMATION.</b>				
<b>Type of Activity : PLEASE PROVIDE COMPLETE SET UP INSTRUCTIONS PRIOR TO YOUR EVENT</b>				
<b>Special Occasion (Liquor) Permit:</b>		<b>Liability insurance Policy # _____</b>		
<b>Insurance Minimum \$2,000,000 (SOP = \$5,000,000) required Town of Gananoque to be named Co-Insured</b>				
<b>Facilities Requested</b>	<b>Date(s)</b>	<b>Facility/Service Fee</b>	<b>H.S.T.</b>	<b>Total</b>
I hereby declare that the information provided is to the best of my knowledge, accurate, and that the Town of Gananoque reserves the right to verify such information. Any application submitted providing false information could cancel any privileges granted under this application and disqualify the applicant for further eligibility. I certify that I have read the Regulations and stipulations contained in this Application and agree to abide by them, failing which this Agreement will be null and void.				
Signature of Applicant:			Date:	

**AUTHORIZATION and FEE SCHEDULE**

<b>Location Reserved:</b>	<b>Rental Checklist</b>
<b>Acknowledge Receipt of Facility User Policy</b>	Insurance _____ Health Unit Approval _____ Agreement Signed _____ Permits/Licenses _____ Road Closure By-law _____ Deposit(s) As Required _____
_____	
Please Print Name and Sign	

**FACILITIES USE GUIDELINE**

The Regulations appearing hereunder constitute part of any permit when issued and it is understood and agreed between the Town of Gananoque and the Applicant that they will be strictly adhered to.

- 1) The Applicant understands and agrees that the Permit may be revoked or cancelled at any time with or without cause, and that in the event of such revocation or cancellation, there would be no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever. It is further understood that the date of Permit may be changed by the Gananoque Recreation Department should the facility be required for other purposes. Advance payment fees will be refunded if this should ever occur. Should a cancellation or change of date occur, the Town of Gananoque will endeavor to give at least two (2) weeks' notice.
- 2) The Applicant agrees that the rental charges will be paid at least two (2) weeks in advance, unless otherwise specified in this contract. Failure to comply with this Pre-Payment Policy shall prohibit the use of any unpaid dates or times. Cancellation of this Permit with less than two (2) weeks' notice, by the Applicant shall bear the full charge for the day(s).
- 3) Town of Gananoque staff employed at the facility shall be at all times in charge of the premises and their instructions must be followed.
- 4) The facility will be available for use only upon presentation of the Permit to the employee in charge. The facility is to be used only on the date or dates, hours, and for the purpose specified on the Permit.
- 5) The Rental Contract Applicant shall protect, indemnify and save harmless the Town of Gananoque, its agents or servants of and from all claims for damages that may arise out of the use of buildings by the Applicant. The Recreation Department contracting with the rental group/s will require protections against damage, infringement of royalty rights, slander, sedition and subversion which may occur as a result of public performance or speeches.

- 6) Neither the Parks & Recreation Department, its employees or directors, nor the Municipal Corporation of the Town of Gananoque, its agents or servants are responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the applicant, or anyone attending on the invitation of such person or organization.
- 7) The Applicant must pay for all damages to premises or furnishings arising out of the use of the premises by the Applicant.
- 8) The sale of item(s) by the Applicant is not allowed except as covered in the written Rental Contract.
- 9) No intoxicating liquor, unless specified on the Permit, or person under the influence of liquor, shall be allowed on the premises, When liquor is served, the Applicant is responsible for abiding by the Municipal Alcohol Policy and for obtaining all permits and insurance coverage as regulated within the Policy. A copy of said Policy is available upon request.
- 10) The Parks and Recreation Department may specify that the Applicant provide uniformed police supervision for the function at the Applicant's expense.

**Appendix 'B'**

**SPECIAL EVENTS PERMIT ROAD CLOSURE**

**Application and Permit to hold a Special Event on a Municipal Road**

**NAME OF ORGANIZATION SPONSORING THIS EVENT:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Email** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**PURPOSE OF THE EVENT:**

Is this a community-sponsored, non-profit event? Yes ( ) No ( )

Will the event include the consumption of alcohol Yes ( ) No ( )

Will the event include the solicitation of donations from the driver or any other person in the vehicle? Yes ( ) No ( )

**DAY(S) OF THE WEEK AND DATE(S) IF EVENT:** from \_\_\_\_\_ to \_\_\_\_\_

**TIME OF THE EVENT:** from \_\_\_\_\_ to \_\_\_\_\_

**NUMBER OF PARTICIPANTS:**

Individual's \_\_\_\_\_ Bands \_\_\_\_\_ Horses \_\_\_\_\_ Bicycles \_\_\_\_\_ Cars \_\_\_\_\_ Floats \_\_\_\_\_

**ROADS TO BE USED**

**ROAD/LANE CLOSURES REQUESTED**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

CIRCULATED TO SENIOR MANAGEMENT:

DATE:

CERTIFICATE OF INSURANCE RECEIVED: \$2,000,000 ( ) SOP = \$5,000,000 ( )

DATE: \_\_\_\_\_

CONDITIONS OF APPROVAL:

Police Presence Required: YES ( ) NO ( )

Fire Presence Required: YES ( ) NO ( )

Safety Cones Required: YES ( ) NO ( )

Barricades Required: YES ( ) NO ( )

Safety Vests Required: YES ( ) NO ( )

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

This Permit is conditional upon the Applicant signing below and agreeing to the conditions listed above. The Town of Gananoque confirms that electronic signature of this document is acceptable provided that the applicant is specifically authorized by the sponsoring organization to enter into and execute this document in such a manner.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RESTRICTIONS: TOLL ROADS

That requests be limited to two (2) per year (one to be conducted in the spring and one in the fall).

Approval will be grandfathered only to the:

- Gananoque Lions Club in support of CNIB
- Gananoque Fire Association in support of MD

No further requests will be approved until such time as the two (2) above stated organizations cease to hold toll roads. All participants must be over the age of 18 years.



**Appendix 'C'**  
**LOU JEFFRIES ARENA OCCUPANCY LOAD**

<b>Facility - Area</b>	<b>Max Occupancy Including SOP</b>
Arena - Lobby/Canteen	60
Arena - Hall	222
Arena - Playing Surface (Ice Out)	428*
<b>Facility - Area</b>	<b>Max Occupancy</b>
Arena - Playing Surface (Ice In)	250**

\*Allowances can be made for the arena playing surface with approval from the Gananoque Fire Department.

\*\*No drinking on ice surface allowed.