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# Township of Southgate Facility Rental Policy

## Table of Contents

<b>Preamble</b> -----	<b>Pg.2</b>
<b>Purpose of the Policy</b> -----	<b>Pg.2</b>
<b>Sec. 1: Booking Procedures</b> -----	<b>Pg.3</b>
<b>Sec. 2: Financial Clauses</b> -----	<b>Pg.3</b>
<b>Sec. 3: Insurance Clauses</b> -----	<b>Pg.4</b>
<b>Sec. 4: Premises and Equipment</b> -----	<b>Pg.4</b>
<b>Sec. 5: Volunteer Assistance and Control Clauses</b> -----	<b>Pg.5</b>
<b>Sec. 6: General Clauses</b> -----	<b>Pg.5</b>
<b>Booking Request Form</b> -----	<b>Pg.6</b>

## **Facility Rental Policy**

### **PREAMBLE**

The Corporation of the Township of Southgate owns and manages a number of facilities and has developed a Facility Rental Policy explaining the procedures that must be adhered to when renting a facility to promote a safe, enjoyable environment for those who use these facilities.

### **PURPOSE OF THE POLICY**

The purpose of the Facility Rental Policy is to provide guidelines for the rental of Southgate facilities according to the event descriptions and rental rates established by Council.

There will be additional requirements for rental of community facilities if alcohol is being served in those facilities. For further information on this please refer to the Alcohol Risk Management Policy# 31.

This policy is divided into four sections:

1. Booking Procedures
2. Financial Clauses
3. Insurance Clauses
4. Premises and Equipment
5. Volunteers Assistance and Control Clauses
6. General Clauses

### **SECTION 1. BOOKING PROCEDURES**

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- 1.1 Facility booking requests must be submitted via Southgate website or in person at the Township office. Accuracy of times requested must be completed, billing will be based on times submitted.
- 1.2 Facilities are booked in 4-hour time blocks, set up and clean up are expected within the rental block. Additional set up time and clean up time may be requested at the time of booking. Events requiring most usage time must book multiple blocks and include specific time of arrival and departure.
- 1.3 Annual events may be booked one full year in advance of date provided the booking is reconfirmed 3 months in advance of the contract date. Failure to reconfirm booking will negate the contract.
- 1.4 Amenities requested / required must be forwarded to Recreation Department via email [kgreen@southgate.ca](mailto:kgreen@southgate.ca) at the time of booking event.
- 1.5 Sports field request must be forwarded to Recreation Department at the time of booking event.

## **SECTION 2. FINANCIAL CLAUSES**

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- 2.1 The lessee shall pay the full rental fee and sign a facility rental agreement to confirm bookings in advance of the event. All fees and charges are located within the Southgate Fees and Chares bylaw.
  - a. Bookings made less than 30 days must pay in full at time of bookings.
  - b. Annual events must pay in full 30 days prior to event.
  - c. Municipality will only hold a booking inquiry for one week.
  - d. Financial obligations not met will negate the rental.
- 2.2 Only the premises as specified on the agreement are available to the lessee.
- 2.3 The lessee must pay SOCAN fees, which grants permission to play or perform copyrighted music publicly, if applicable to your event.
- 2.4 The lessee agrees to free Southgate from any other facility expenses incurred in connection with the event.
- 2.5 If the rental is cancelled 30 days prior to the event, the fees will be full refunded. If the rental is cancelled less than 30 days prior to the event, the Township of Southgate will retain 50% of the fees paid. If the rental is cancelled less than 7 days prior to the event, the Township of Southgate will retain 100% of the fees paid. Cancellations due to weather and road closures fees will be full refunded.

## **SECTION 3. INSURANCE CLAUSES**

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- 3.1 Southgate is not responsible for personal injury or damage.
- 3.2 Southgate is not responsible for loss, damage or theft of clothing, materials and/or equipment on the premises including the parking lot.
- 3.4 The lessee agrees to indemnify and save harmless Southgate as a result of the use of the facilities by lessee.
- 3.5 The lessee agrees to provide evidence of insurance for the events booked by a business or for public events, with a minimum of \$5,000,000.00 of liability coverage and to have Southgate shown on the insurance policy as an additional insured for the purpose of the event.

3.6 Southgate insurance does not cover the lessee's negligence.

#### **SECTION 4. PREMISES AND EQUIPMENT**

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- 4.1 Southgate shall provide the facility in a reasonably clean and orderly fashion at an agreed time and date. Our operating standards to manage affordable rental rates is to clean and inspect our facilities at minimum once per week. With these standards in mind the rates are established that renters must clean the facility at the end of their event as per section 4.10 and leave it in a condition as found or better. In some situations where events booking times are each other, we request that you inspect facility 1 hour prior to the start of your event to ensure the previous user has completed the appropriate cleaning after their event. If Facilities require maintenance or cleaning contact 519-374-3130.
- 4.2 It is the lessee's responsibility to make arrangements prior to booking to view the facility to ensure amenities are adequate for their event.
- 4.3 There shall be no modification or addition to either the facility or electrical wire without prior written approval from Southgate.
- 4.4 All exits and passages must be kept clean of all obstructions.
- 4.5 Nothing shall be permitted to be done or displayed on the premises which are contrary to the Criminal Code or any provincial or municipal acts, by-laws or regulations.
- 4.6 No alcoholic beverages shall be permitted on the premises unless licensed and permit posted (see Alcohol Risk Management Policy # 31).
- 4.7 The lessee agrees that any fundraising events requiring Ontario Gaming licensing such as raffles, gambling, etc. must be licensed with the municipality and be in compliance of section 4.5 of this policy.
- 4.8 Southgate retains the right to enter and inspect the premises at any time during an event.
- 4.9 Lessee shall abide to maximum capacity restrictions.
- 4.10 Lessee shall return the premise back to the general condition of cleanliness and repair in which it was found. All refuse to be placed in the receptacles provided outside, the kitchen counter tops and sinks to be left clean, all dishes and utensils are washed and put away, floors to be clean and tables and chairs will be wiped and repositioned as found or as otherwise directed by recreation staff.

## **SECTION 5. VOLUNTEERS ASSISTANCE AND CONTROL CLAUSES**

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- 5.1 Facility Operator may impose additional directions and requirement for the safety of patrons, employees, lessee and the protection of the patrons.
- 5.2 The lessee shall furnish required manpower for fast and efficient initial set up and storage of chairs and tables if required under the direction of the recreation attendant.
- 5.3 The lessee shall furnish required manpower for fast and efficient clean up of the facility immediately after the event.
- 5.4 The lessee shall remove own material or supplies from site immediately after event.

## **SECTION 6. GENERAL CLAUSES**

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- 6.1 All parties must sign agreement prior to use. Failure to abide by any clause of this agreement could result in loss of future rental rights.
- 6.2 Southgate reserves the right to cancel any rental booking where the facility is required for a community emergency or other special Township requirement. This escape clause may be exercised at any time prior to or during the actual rental. Southgate will do its best to provide an alternate site, if available or reschedule the rental to another date and time or reimburse the lessee of all rental fees paid to the municipality for that specific booking.
- 6.3 No Facility access will be allowed prior to event time documents on the rental agreement. Special circumstances may be granted by Recreation Department.
- 6.4 Access to Facilities must be prearranged 3 days in advance of contract via email at [kgreen@southgate.ca](mailto:kgreen@southgate.ca) or secondary contact 519-374-31

# Book A Facility

Facility Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date Required: \_\_\_\_\_

Alternate Date: \_\_\_\_\_

Entry Time: \_\_\_\_\_

Exit Time: \_\_\_\_\_

Other Information / Amenities Requested:

\_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Description of Use: \_\_\_\_\_

Rental Type:

Family

Community Group

Public Event

Business

## Acknowledgement & Approval:

I have read the Township of Southgate Facility Rental Policy #30 and further I agree to accept these policy terms and conditions as part of this rental agreement. Failure to abide by any clause of this rental agreement could result in loss of future rental rights, agreements and all facility deposit and booking fees previously paid to the Township.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Southgate Approval