

## **Nobleford Community Complex Use**

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**Policy No.: 02-08**

**Effective Date: 27/05/2025**

**Approval Date: 27/05/2025**

**Revision Date: 27/05/2025**

**Resolution No.: 085-2025**

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### **PURPOSE:**

**To establish guidelines for operating and renting the Nobleford Community Complex.**

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### **POLICY:**

#### General Information

1. The Town of Nobleford is the sole owner of the Nobleford Community Complex and the only party that can or may rent or lease portions of the building to individuals or groups.
2. The facility shall be operated and maintained by the Town of Nobleford and shall be operated according to the needs and interests of the community.
3. 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 the rental date.
4. All persons and groups using the facility are subject to abiding by this policy.
5. Town property, such as tables and chairs, shall not leave the Community Complex building nor be rented or loaned out unless approved by the Chief Administrative Officer.
6. The Town of Nobleford may allow discounted fees on a cost recovery basis for groups requesting the use of the gym to host a function as follows in Schedule "A" or to host meetings as follows in Schedule "B" of this policy. Eligible groups shall abide by this policy and procedures, with the addition of completing a Rental Fee Waiver Application.
7. This facility does not allow any type of animal inside, except for certified Service Dogs.

## Rental Information

1. The use of the Community Complex shall be confined to the area(s), date(s) and time(s) stated on the rental application form, with a free two-hour allowance for set-up and clean-up.
2. A renter may not sublet the Community Complex, nor may the application or rental privileges be transferred or assigned.
3. Bookings will be made on a first-come-first-serve basis, provided they have been confirmed. The Town reserves the right to deny booking requests.
4. No bookings will be confirmed until the security deposit is received in full by the Town of Nobleford.
5. The security deposit must be in the form of a cheque or cash. Rental fees may be paid by cheque, cash, e-transfer, or credit card.
6. The balance of rental costs must be paid in full prior to gaining access to the premises.
7. A Town representative will meet with the renter at an agreed time to open the Community Complex for them, and then again at the end of the function to lock up.
8. Renters shall not exceed the occupancy capacity of the room they rented.
9. In the event the function is serving alcohol, it is the responsibility of the renter, at their sole cost and expense, to:
  - a. Obtain an appropriate liquor license.
  - b. Post the liquor license in accordance with AGLC requirements.
  - c. Provide the Town with a copy of the liquor license prior to the rental date.
  - d. Remove all alcohol at the end of the function.
  - e. Comply with all AGLC regulations.
10. The renter shall leave the Community Complex and grounds in the same or better condition as it was prior to the booking. This includes completing all items on the checklist provided. Failure to complete the checklist items may result in further cleaning charges for additional cleaning needed.
11. After the rental, a caretaker will clean the washrooms and wash the floors.
12. The renter shall be responsible for their guests, caterers, and the care and control of the Community Complex and shall be responsible for the safekeeping and safety of the people on the premises during the function. The renter shall

be responsible for providing their own liability insurance protection for their function.

13. A \$50.00 fee is charged for the first ceiling tile that has been displaced. A \$10.00 replacement fee is charged for any additional ceiling tiles that have been displaced and need to be replaced at the same time.

Strictly Forbidden:

1. The use of any deep fryers of any kind.
2. Smoking and vaping within the Community Complex.
3. Removing any property or equipment from the Community Complex.
4. Any open flame, including candles.
5. To sit, stand, or dance on tables.
6. Any type of animal inside the Community Complex, except for accredited Service Dogs.

Security Deposit:

1. The security deposit will be refunded as soon as possible after the condition report on the facilities is received by the Town office.
2. If there are damages or charges deducted from the security deposit, a note will be made on the rental agreement as to why. Any additional charges will be billed to the renter if deemed necessary.
3. The renter assumes all responsibility for any damages to the facility and will be charged for all repairs/replacements of property or additional fees.

Refunds:

1. The Town of Nobleford reserves the right to cancel rental bookings at its sole discretion.
2. Cancellations initiated by the Town will be entitled to a full refund or transfer to another available date, free of charge. Rental hours must be the same as the original.
3. If the rental is cancelled less than 48 hours prior to the rental date, the entire security deposit will be retained.
4. If the Town office receives notification of a booking cancellation with notice of 48 hours or more of the rental date, the security deposit and rental fees shall be returned in full.

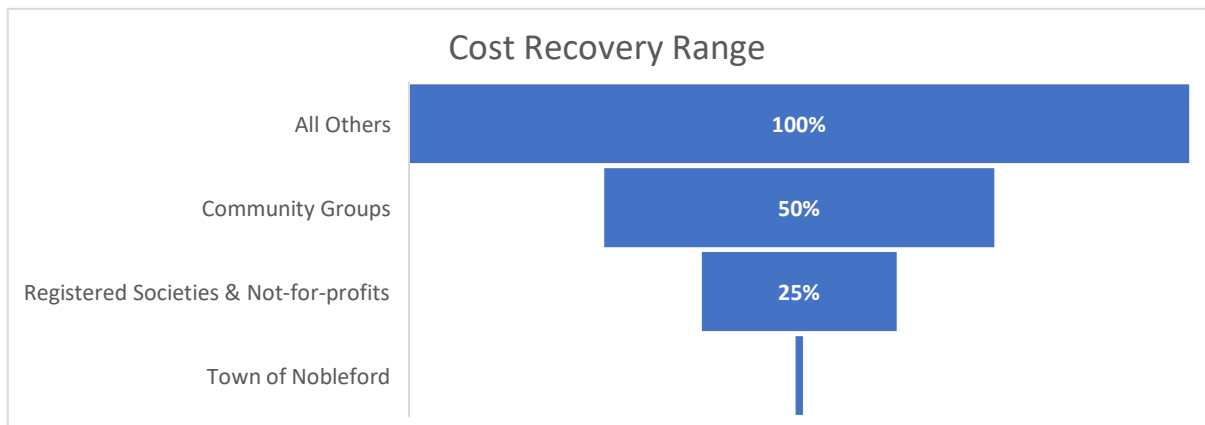
## Policy History:

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| Policy Adopted  | 06/28/2022 |
| Policy Reviewed | 11/08/2022 |
| Policy Amended  | 11/22/2022 |
| Policy Revised  | 27/05/2025 |

## Schedule “A”

### Reduced Rates for Functions

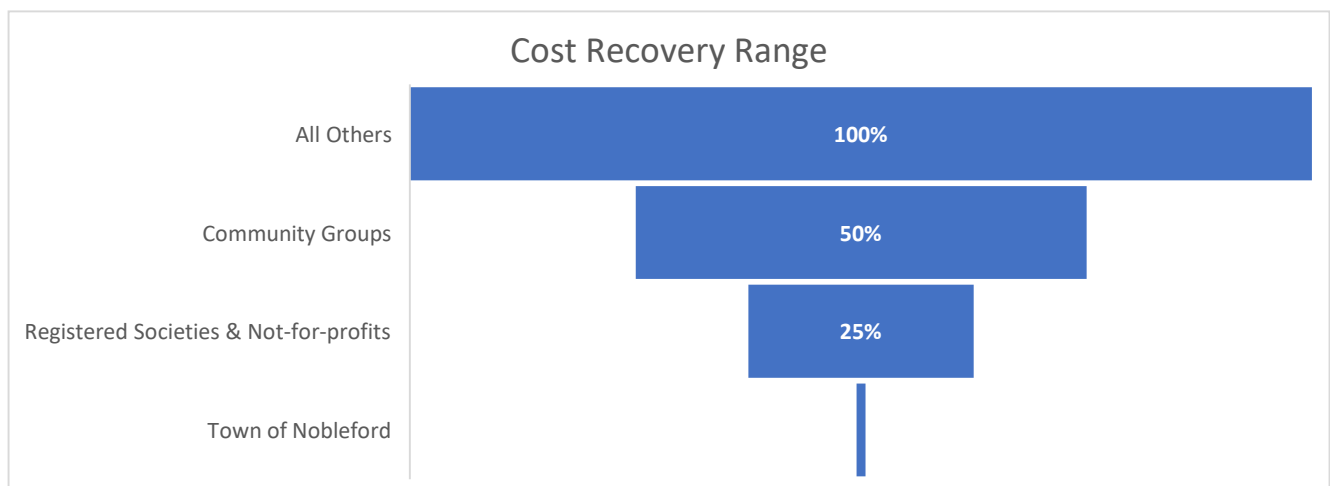
1. A pyramid model will be used to establish appropriate and fair pricing for function rentals at the Community Complex.
2. Eligible functions shall receive a maximum of a 75% reduction of the original rental rate as outlined in Bylaw #690 (Schedule of Fees Bylaw).
3. The security deposit shall not be reduced or waived.
4. The cleaning fee shall not be reduced or waived.
5. To receive a reduced rate, a function must meet the following criteria:
  - a. Must be hosted by a party which is based in Nobleford and/or be made up of a majority of Nobleford residents.
  - b. Must be advertised and open to the public.
  - c. No alcohol may be served at the function.
  - d. No fundraising may occur at the function.
  - e. No commercial sales shall take place at the function.
  - f. The function must provide a benefit to the residents of Nobleford.
6. Groups may receive a reduced rate for up to two (2) functions per year. Any additional function will be charged at the regular rental rate.
7. The rules and conditions of the Community Complex rental shall apply to all functions, and a Community Complex Rental Agreement and a Rental Fee Waiver Application must be filled out and submitted to the Town.
8. Registered Societies and not-for-profit groups must be based in Nobleford and present proof of registration unless they are among the following:
  - a. Nobleford Agricultural Society.
  - b. Nobleford Area Museum Society.
  - c. Nobleford Curling Club.
  - d. Nobleford Heritage Society.
  - e. Nobleford Parks & Recreation Society.
  - f. Nobleford Community Complex Society.
9. The Chief Administrative Officer shall review each request for reduced fees and reserves the right to decline any request.



## Schedule “B”

### Reduced Rates for Meetings

1. A pyramid model will be used to establish appropriate and fair pricing for meeting rentals at the Community Complex.
2. The security deposit shall not be reduced or waived.
3. The cleaning fee shall be waived for all meetings that receive a reduced rate.
4. To receive a reduced rate, a meeting must meet the following criteria:
  - a. Must be hosted by a party which is based in Nobleford and/or be made up of a majority of Nobleford residents.
  - b. Be an annual general meeting or a planning meeting for a function or initiative which will benefit all of Nobleford.
  - c. Must be open to the public.
  - d. Must not exceed two (2) hours in length.
  - e. Must not be held on a Friday or Saturday.
5. Groups may receive a reduced fee for up to four (4) meetings per year. Any additional meetings will be charged at the regular rate.
6. The rules and conditions of the Community Complex rental shall apply to all meetings, and a Community Complex Rental Agreement and a Rental Fee Waiver Application must be filled out and submitted to the Town.
7. Registered Societies and not-for-profit groups must be based in Nobleford and present proof of registration unless they are among the following:
  - a. Nobleford Agricultural Society.
  - b. Nobleford Area Museum Society.
  - c. Nobleford Curling Club.
  - d. Nobleford Heritage Society.
  - e. Nobleford Parks & Recreation Society.
  - f. Nobleford Community Complex Society.
8. The Chief Administrative Officer shall review each request for reduced fees and reserves the right to decline any request.



## **Schedule “C”**

### **CLEAN-UP Checklist**

Before leaving the venue, please make sure all items are checked off and signed at the bottom.

#### **KITCHEN**

- ☐ All surfaces and the sink area need to be cleared and wiped down.
- ☐ The floor needs to be swept.
- ☐ Wipe spills & food from inside the refrigerator.
- ☐ Run all dishes through the sanitizer and put them away. Ensure the sanitizer is turned off before leaving.
- ☐ Remove all food from the kitchen.
- ☐ Remove all garbage and bags.
- ☐ Put all new garbage bags in the kitchen bins.

#### **MAIN GYM**

- ☐ Remove any items you may have brought, including décor, accessories, etc.
- ☐ Remove all food from the gymnasium.
- ☐ Wipe all tables and chairs with a damp cloth.
- ☐ Stack tables on roller carts and place them in the NE storage room.
- ☐ Stack chairs on dollies and place them in the NE storage room.
- ☐ If you included the microphone, stand, and cable in your booking, a Town representative will provide you with these items upon unlocking the Community Complex for your booking and will retrieve the items at lock-up.
- ☐ Sweep the gym, the main entryway, the service entryway, and the hallway floors.
- ☐ Remove all garbage and recycling from bins.
- ☐ Put all new garbage bags in bins.
- ☐ Conduct a count of all foldable tables (43 on the main floor and 5 on the upper floor) to ensure that all tables are accounted for.

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A \$10.00 replacement fee is charged for any additional ceiling tiles that have been displaced at the same time and need to be replaced.

#### **RESTROOMS**

- ☐ Remove all garbage, including from the bins in the women’s restroom.
- ☐ Put all new garbage bags in the restroom bins.
- ☐ Ensure all toilets are flushed.
- ☐ Sweep restroom floors.

#### **GENERAL**

- ☐ Return all cleaning supplies to the correct closet.
- ☐ Inspect the exterior and ensure they are free of debris.
- ☐ Place all garbage in the fenced area on the east side of the building.
- ☐ Ensure all lights are turned off.
- ☐ Ensure that the stove/oven is turned off when you leave, since it is touch sensitive.

#### UPSTAIRS MEETING ROOM

- ☐ Remove all garbage and any items you may have brought in.
- ☐ Wipe down all tables and whiteboards.
- ☐ Complete general tidying.
- ☐ Sweep the floor and clean up spills.
- ☐ Place all garbage in the fenced area on the east side of the building.
- ☐ Ensure all lights are turned off.

#### DOWNSTAIRS ROOMS (2)

- ☐ Remove all garbage and items you may have brought in.
- ☐ Wipe down all tables and whiteboards.
- ☐ Complete general tidying.
- ☐ Sweep the floor and clean up spills.
- ☐ Place all garbage in the fenced area on the east side of the building.
- ☐ Ensure all lights are turned off.
- ☐ Thermostat is set to 17 degrees Celsius.

#### DAMAGE DEPOSIT PAID BACK IN FULL

- ☐ Yes
- ☐ No

In case the damage deposit is not paid back in full, please state the reason/s why:

Date/signature Renter:

Date/signature Town Representative:

#### **NOTES:**