

	MUNICIPALITY OF NEEBING
	Title: Facility Rental Usage Policy
	Policy Category: Facilities
	Effective Date: April 2, 2025

1. Policy Statement

The Municipality of Neebing deems it necessary to adopt a policy that provides terms and conditions for rental of the Blake Community Hall and outdoor Pavilion.

2. Purpose

The purpose of this policy is to establish the terms and conditions for rental of the Blake Community Hall and outdoor Pavilion.

3. Scope

This policy applies to all renters of the Blake Community Hall and outdoor Pavilion.

4. Procedures

The following procedures must be adhered to:

a) Booking, Fees and Payments

- i. The community hall and outdoor pavilion shall only be rented to persons 18 years of age and older. Renters must sign the rental agreement provided by the municipal office.
- ii. Renters are required to complete and submit a rental application form.
- iii. Renters are required to indicate the date, times, type of event and other relevant details on the rental application form.
- iv. Renters are required to pay in advance for their rental time. The requested rental time will not be considered reserved until the rental fees have been paid.
- v. Renters are required to indicate whether food and/or alcohol will be served.
- vi. Renters are required to indicate whether the event is a private or public event.
- vii. At the time the rental agreement is signed, the renter will pay the fees in accordance with the Blake Hall Rental Fee By-law #2025-012 which includes a \$250 refundable damage deposit.
- viii. Renter may pick up keys no sooner than two (2) working days before the day of the function and must return the keys to the Municipal Office immediately following the event. The keys can be deposited in the after-hours mailbox if the office is closed.
- ix. If the renter cancels a booking with less than 7 days notice, a cancellation fee of \$25 will be charged.
- x. If the facility is closed due to severe weather or emergency maintenance by the municipality, the renter will have the option to rebook on another date or receive a full refund.

b) Food and Alcohol

- i. If a renter has indicated that alcohol will be served, a **Special Occasion Permit** issued by the Alcohol and Gaming Commission of Ontario (AGCO) will be required. This permit must be presented to the Municipality before the rental agreement is finalized.
- ii. Renters are responsible for meeting all Registrar's Standards that apply to the permit including where alcohol can be consumed (indoors and/or outdoors). Failure to comply with all applicable laws and regulations could result in the event being shut down by police or AGCO inspectors.
- iii. If a renter has indicated that they will be serving food for a fee, if the general public can attend the event, or if the kitchen is being used for a catered event, a **Special Event Application** from the Thunder Bay District Health Unit must be completed.
- iv. A Special Event Application is not required, if people are personally invited (e.g. the event is not publicly advertised, birthdays, weddings) and food is provided for free/included.

c) Indoor and Outdoor Space

- i. Renters are responsible to control all participants and are responsible for their actions. Children must be supervised.
- ii. Games of chance, raffles, lottery, or gambling shall only be permitted with proof of licensing, as may be required by the Municipality, Province or any other governing body, including without limitation, the Alcohol and Gaming Commission of Ontario.
- iii. All decorations and other belongings of renters are to be removed and taken away when the event ends.
- iv. Renters are responsible for the collection and removal of all trash generated by their event including recycling.
- v. Any damage or non-working lights, appliances, etc. is to be reported to the municipal office.
- vi. The cost of any repairs or replacements caused by damages by the renter to the community hall or outdoor pavilion will be billed to the renter.
- vii. The Municipality accepts no responsibility for items left at the community hall or outdoor pavilion by the renters or participants.
- viii. In accordance with By-law 2023-046, smoking, vaping or use of other tobacco products is not permitted on the property, in the community hall, or in the outdoor pavilion.
- ix. No glitter, sequins, rice, confetti or similar material is permitted to be used inside or outside of the community hall and pavilion.
- x. Bouncy castles, trampolines or similar items shall only be permitted on the property either inside or outside of the Blake Hall, under the Pavilion, or on the park grounds, with proof of insurance as required by the Municipality. This insurance certificate must be presented to the Municipality before the rental agreement is finalized.
- xi. In accordance with By-law 2024-035, no pets or animals are permitted inside the community hall. Dogs are only permitted in outdoor spaces and must always be on a leash. Only service animals (*as described by Section 80.45(4) of O.Reg 191/11*) are allowed inside the hall.

d) Use of Community Hall

- i. Renters will refer to the Renter Information Binder located on the wall in the kitchen for instructions on how to use various features of the community hall.
- ii. Renters are responsible for setting up the community hall for their event including tables and chairs.
- iii. No scotch tape, pins, staples, nails or tacks are permitted to mount things (decorations) on the walls. Renters must only use non-marking painter's tape or 3M hooks.
- iv. No pets or animals are permitted inside the community hall. Service animals (*as described by Section 80.45(4) of O.Reg 191/11*) are allowed.
- v. No exposed candles are permitted inside the community hall. Kitchen sterno or similar products can be used but are not provided by the municipality.
- vi. No community hall tables and chairs are permitted outside.
- vii. To prevent damage to the floor surface, furniture must not be dragged across the floor
- viii. During the event, exit doors shall remain unlocked and unblocked at all times.
- ix. All used items must be washed and returned to their respective drawer/cupboard/storage room location including tables, chairs, dishes, mugs, coffee maker, pots, pans, carafes etc.
- x. All appliances must be cleaned of any spills and splatters. All food must be removed from the fridge.
- xi. All used dish cloths, tea towels, and kitchen towels should be placed in the large wicker basket near the kitchen pantry.
- xii. All community hall floors must be swept up including the main hall and kitchen areas.
- xiii. After the event, all lights except the front entry light are to be turned off.
- xiv. After the event, all windows and doors are to be closed and exterior doors are all locked including wheelchair access and rear emergency exit.

e) Use of the Outdoor Pavilion

- i. For summer rentals, renters must sweep the concrete surface following their event.
- ii. Renters must provide their own furniture (tables and chairs) for use in the outside Pavilion.
- iii. For winter rentals, renters must ensure any skate assist equipment is placed in the skate shack.
- iv. Dogs are only permitted in outdoor eating areas when the food has not been prepared in the eating area. (*Section 14(2)(4.) of O. Reg 493/17*)