



**Subject: Rental of Municipal Complex Policy**

**Policy No.:** AD-05-2005-ren

**Date:** Sept 27, 2005

**By-Law No.:** 2005-632

**Page No.:** 1 of 2

**Amendment:**

## **1. POLICY STATEMENT**

The purpose of this policy is to set out a procedure respecting the use of the Municipal Complex - Committee Rooms and Council Chambers.

## **2. SCOPE**

This policy applies to all group/organizations who request to use of the Municipal Complex at 75 George Street, Lanark.

## **3. PROCEDURE**

### **3.01 USE OF COUNCIL CHAMBERS**

- The Council Chambers may only be used if sanctioned by Council / Committee of the Whole.
- Generally, activities taking place in the Council Chambers should be directly related to the municipality.
- All meetings are to be booked with appropriate/designated staff and posted on the wall calendar located in the administration office.
- Bookings should be made 1 week in advance (minimum) and not conflict with previously booked meetings or events.
- The serving of food and beverages in the Council Chamber shall be discouraged.
- For security purposes, a member of Council or staff person must be in attendance at all such meetings/ events if the meeting/event is held outside normal office hours.

**AD-05-2005-ren**



The Corporation of  
**THE TOWNSHIP OF LANARK HIGHLANDS**

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**Page No.:** 2 of 2

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### **3. PROCEDURE (Cont'd)**

#### **3.02 USE OF COMMITTEE ROOMS, LOWER FLOOR**

- Use of these rooms should be restricted to public, not-for-profit or charitable organizations within the community.
- Normally, all uses of the Committee Rooms should be "municipally related" or "community oriented" activities.
- The meetings are to be booked with appropriate/designated staff and posted on the wall calendar located in the administration office.
- Bookings should be made three days in advance (minimum) and not conflict with previously booked meetings or events.
- For security purposes, a member of Council or staff person must be in attendance at all such meetings/ events if the meeting/event is held outside normal office hours.

#### **3.04 DESIGNATED STAFF FOR BOOKING PUROSES**

- One member of the administrative staff shall be delegated for booking the Council Chambers and Committee Rooms.

### **4. RESPONSIBILITY**

The staff designate and Chief Administrative Officer shall be responsible for ensuring compliance with this policy.

*AD-05-2005-ren*