



TOWNSHIP OF CARLING

Policy Name: Facility Usage Policy

Policy Type: Facility Operation

Policy Number: OP -001-2023

Effective Date: May 1, 2023

Revision Date: April 25, 2023

1. PURPOSE

The purpose of this policy is to document for staff, residents, and renters of procedures to be followed in the booking of Township facilities for rental and the obligations of the Township and renter when a facility is booked/rented.

2. POLICY STATEMENT

The Township of Carling is committed to providing an atmosphere where recreational and community social activities are supported and encouraged.

3. SCOPE

This policy applies to the rental or use of the facilities identified in Appendix A.

4. RESPONSIBILITY

The Township CAO/Clerk or his/her designate is responsible for administration of this Policy.

5. PROCEDURES

The following procedures must be adhered to:

a) FACILITY USE APPLICATION:

- Renter(s) of a Township facility must fill out a Facility Use Application (Appendix B).
- Facility Use Applications are available on the Township website at www.carling.ca, by email at info@carling.ca or upon request from the Township Office. Application forms are also available at the Township office at 2 West Carling Bay Road in Carling, Ontario.
- Reservations are booked on a first confirmed booked/first served basis. A Booking Deposit (25% of Rental Fee) and the full Damage/Cleaning Deposit must be received prior to confirmation.
- Reservations are accepted up to two years in advance.



- Booking requests less than 7 days in advance for non-alcoholic or less than 14 days in advance for alcoholic functions are considered at the Township's discretion.
- Parties on the application must be at least 19 years of age and must be present during the event.
- Up to 2 adults may be listed on the Facility Use Agreement as Renter(s).
- Only Renter(s) on the agreement are authorized to sign rental checklists or make changes to a booking.
- Renter(s) assume full responsibility for their party and guests in case of injury, damage, theft or disturbances during the event.
- Last Minute Bookings that are received less than 7 days out may be eligible for a discounted rate at the discretion of the CAO/Clerk or his/her designate.

* Note: Township of Carling reserves the right to adjust deposit amounts based on party size and activities.

b) RENTAL FEES:

- Rental Fees are shown in Appendix F of the Township Fees Bylaw;
- Full Rental Fees are required to be paid within 14 days of the event.

c) DEPOSIT AMOUNTS:

Damage/Cleaning Deposit Amounts are shown in the rental Fees Table in Appendix C.

- 25% of the Rental Fee
- Full payment of the Damage Deposit is due prior to confirmation a facility booking;
- Full Damage Deposits are required for all types of bookings including exempt events;
- Refunds are contingent upon the condition of the facility following the event.

6. REDUCED FACILITY RENTAL FEE

a) RESIDENTIAL PROPERTY OWNERS:

Residential property owners in the Township of Carling may be eligible for a reduced rate in accordance with the Township Fees bylaw.

Eligible Criteria:

- Name on Rental agreement must be a property owner within Carling Township;
- The event must be for an immediate family member of the property owner;
- The event cannot charge an entry fee or be operated as an ongoing business.



b) COMMUNITY ORGANIZATIONS:

A reduced rate for the rental of a facility may be negotiated with the Township's CAO/Clerk or his/her designate for the following Renter(s):

- Not for profit groups;
- Carling Ratepayer Associations hosting regular meetings for all members;
- Community groups with a focus of promoting Carling's interests;
- Youth Sports / Recreation Clubs with Carling Township participants enrolled
- Charitable fund raising events benefiting causes outside of Carling Township
- Organizations wishing to host multi-day community events / festivals / trade shows

Requests by not-for-profit organizations for a reduced facility rental fee to hold a charitable fund raising events must be accompanied by a proposed budget sheet showing the estimated expenses and revenues and identifying the recipient of any excess funds

c) LAST MINUTE BOOKINGS FILLING VACANT RENTAL TIMES:

Bookings received less than 7 calendar days from an event may be eligible for a reduced rate as the discretion of the CAO/Clerk or his/her designate providing the following:

- Facility space has no other potential booking or public use;
- No previous discussion was had by the Renter(s) with Township staff for booking the event;
- The Township staff can accommodate the event without incurring overtime;
- Does not impact another scheduled event.

7. FREE USE OF FACILITY / EXEMPT

If free use of a Township facility is granted the Renter(s) will still be responsible for other requirements of this policy such submission of a facility rental application, insurance, and a damage deposit. Save and except Township Volunteers.

Free use of a facility may be approved by the Township's CAO/Clerk or his/her designate for the following:

a) CARLING TOWNSHIP VOLUNTEERS OFFERING RECREATION, CULTURAL AND SOCIAL PROGRAMS:

Carling Township supports and encourages those willing to volunteer their time to lead and support recreation, social and cultural programs that benefit and enriches the community. The Township will waive the rent on facilities when the following principles must be met:



- They are open to all;
- No fee paid to organizers;
- Are conducted 100% by volunteer forces;
- The program primarily benefits full time or seasonal residents in the Township of Carling;
- The program must encourage or support physical or mental wellbeing.

For some events there may be nominal costs to participants for recovery of materials, equipment and supplies but no individual or organization can receive payment for their services without prior approval of the CAO/Clerk or his/her designate.

To qualify the organizer(s) must be registered with the Township as an official Township Volunteer and complete the necessary police and/or vulnerability background checks.

Supplies, material etc will be approved and purchased at the direction of the Township and fees collected must be recorded through the Township accounting systems.

b) CHARITABLE FUND RAISING EVENTS WITH PROCEEDS GOING TO CAUSES WITHIN THE TOWNSHIP;

Requests for a facility rental fee exemption to hold a charitable fund raising events must:

- Identify the recipient of any excess funds;
- Provide a proposed budget sheet showing the estimated expenses and revenues;
- Written confirmation of acknowledgement from the intended recipient or his/her guardian/trustee/power-of-attorney etc must also be provided to the Township prior to the event.

Renter(s) who are granted free use of Township facilities for a charitable fundraising event must provide the Township with a financial statement of the event within 45 days after the event showing revenues, expenses, and recipients of excess funds as well as signed confirmation from the recipient/guardian etc confirming receipt of the proceeds*.

**Failure to do so will result in being charged full rental fees for the use of the facilities.*

The event must provide all labour for security, parking, cleanup, disposal of garbage, setup and takedown of tables/chairs etc.

Should Township Staff time be required to assist cost may be recovered by the Township from the event organizers at the Township's chargeable hourly rates as set out in the Township's Fees Bylaw at the discretion of the CAO/Clerk or his/her designate.

c) FESTIVALS / MARKETS THAT PROMOTE CARLING AND ATTRACT VISITORS TO CARLING TOWNSHIP



Festivals / Markets may be eligible for free use of the outdoor facilities. The indoor facilities are not eligible for free use. Renter(s) who are granted free use of outdoor Township facilities for Festivals and Markets must:

- Provide all labour for security, parking, cleanup, disposal of garbage, setup and takedown of tables/chairs etc.;
- Must not alter or remove takedown any Township infrastructure including nets, benches, garbage bins, barriers etc.;
- Must ensure all fire lanes are clear at all times;
- Must provide periodic (at a min annual) financial statements clearly identifying revenue, expenses and surplus/deficits from the event(s);
- Disclose any fees charged to vendors, performers etc.

Should Township Staff time be required to assist it may be billed back to the event at the Township chargeable hourly rates as set out in the Township's Fees Bylaw at the discretion of the CAO/Clerk or his/her designate.

Renter(s) who are granted free use of Township facilities for Festivals and/or Markets may be required to pay the Township a per-person fee. For example a craft beer festival may be required to pay the Township \$2/hour per person participating in the event. The requirement for a per-person fee shall be at the discretion of the CAO/Clerk or his/her designate and be determined prior to the event.

Renter(s) who are granted free use of Township facilities will be required to provide the Township with a financial statement at the end of the years detailing revenues and expenses for the program along with participation numbers for each date the program was offered. This statement must be submitted to the Township by February 15 of each year.

The Township's facilities shall not be used for an ongoing commercial operation. Markets and Festivals are designed to showcase community vendors and promote the wellbeing of Carling. The Township reserves the right to deny any and all Festivals/Markets if at any time the event, in the sole opinion of the Township, does not operate as a community Festival/Market, is negatively impacting the community's use of the facilities or the operations of the Township.

If free use of a Township facility is granted the Renter(s) will still be responsible for other requirements of this policy such submission of a facility rental application, insurance, and/or a damage deposit.

8. EQUIPMENT USAGE/RENTAL

The Township has equipment such as tables, chairs, portable stage, projector, audio equipment etc for use with the facilities. Any fees for rentals are included in schedule 'F' of the Township Fee's Bylaw. Prior to using any equipment provided from the Township the renter shall



inspect each piece of equipment to ensure it is in safe working condition.

Any damage, theft or loss of equipment will be the responsibility of the Renter(s)

9. PRE-EVENT DETAILS

The Township strongly recommends renters of Township facilities liaise with Township staff well before the usage to ensure that expectations will be met.

10. SPECIAL OCCASION PERMIT CONDITIONS

The Community Centre is a fully licensed facility by AGCO for the sale and consumption of alcohol by the Township which also includes a catering endorsement license that allows the Township to host alcohol functions in other locations beyond the Community Centre in certain circumstances.

For alcohol events within the Community Centre Renter(s) may request approval from the CAO/Clerk or his/her designate to “set aside” the permanent alcohol license for the Renter(s) to obtain a Special Occasion Permit (SOP). Should the request be granted the Renter(s) will be subject to additional fees for Township staff to be onsite for the event and the cost to remove any Township owned alcohol. The cost will be the hourly charge out rate in accordance with the Township’s Fees Bylaw.

Only the following facilities are eligible to have alcohol events:

- Carling Community Centre
- Outdoor Rink surface (when there is no ice)
- Council Chambers
- Ball Field – inside the fenced area

All SOP events must be approved at least 30 days in advance by the CAO/Clerk or his/her designate. The Township reserves the right to deny any request that would negatively impact the community or the operations of the Township at their sole discretion.

At no time is any member of the public allowed to bring, sell or consume alcohol on Township property without a valid alcohol license and approval by the CAO/Clerk or his/her designate.

All events must adhere to the Township’s Alcohol Policy.

11. INSURANCE

All Renter(s) of Township facilities must have insurance. The Township must be named as Additional Insured.



TOWNSHIP OF
CARLING

Policy Name: Facility Usage Policy

The minimum amount of insurance required whether through a third party or the Township's Insurer is generally based on the Facility Users Rating Guide which is attached in Appendix D.

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- A minimum of \$5,000,000 insurance is required for any activity listed as a High Risk on the Rating Guide.
- A minimum of \$2,000,000 insurance is required for any hourly usage of a facility for Ice Hockey, Ball Hockey, Lacrosse, Floor Hockey, Roller Hockey, Ringette, or Kabaddi.

A minimum of \$5,000,000 insurance is required for any activity involving the consumption of alcohol whether sold or brought to the facility. For Special Occasion Permits (SOPs) The Township must have a copy of the valid Liquor License prior to the event for the insurance to be in effect.

As noted above the amount of insurance required is generally based on the requirements above. Township reserves the right to require additional insurance at the discretion of the CAO/Clerk or his/her designate.

1. Rental Rules and Regulations

The Township facility rental Rules and Regulations are included in Appendix E.

Approval Date: _____

CAO's Signature: _____

Mayor's Signature: _____



Appendix A

Carling Township Facilities

MIKE KONOVAL COMMUNITY HUB:

- ❖ CARLING TOWNSHIP COMMUNITY CENTER (4 West Carling Bay Rd, Carling ON)
 - Meeting Room – (Maximum Capacity: 55)
 - 1/3 Banquet Hall – (Maximum Capacity: 100)
 - 2/3 Banquet Hall – (Maximum Capacity: 175)
 - Entire Banquet Hall – (Maximum Capacity: 275)
 - Commercial Kitchen

- ❖ CARLING TOWNSHIP OFFICE (2 West Carling Bay Rd, Carling ON)
 - Council Chambers – (Maximum Capacity: 65)

- ❖ CARLING OUTDOOR COVERED RINK (4 West Carling Bay Rd, Carling ON)

- ❖ CARLING TOWNSHIP BASEBALL FIELD



Appendix B

Facility Use Application



Appendix C

Schedule of Fees

(from Fees By-Law as amended)

Facility rental fees can be found under Schedule "F" of the Township's Fees by-law 2018-01

By-law 2018-01 can be found on the "Carling By-laws" page of the Township's website at this [link](#).



Appendix D

Insurance Information

All renters of the Township's facility that are hosting an event with alcohol or any other high risk activity are required to obtain insurance. The Township must be named as an additional insured.

The Township's insurer has a program to offer insurance to our ratepayers. Please contact the Township Office for more information .

A minimum of \$5,000,000 insurance is required for any alcohol related activities or any other high risk activities.

A minimum of \$2,000,000 insurance is required for any hourly usage of a facility for Ice Hockey, Ball Hockey, Lacrosse, Floor Hockey, Roller Hockey, Ringette, or Kabaddi.

The Township reserves the right to require additional insurance at the discretion of the CAO/Clerk or his/her designate.



Appendix E

Rules and Regulations

1. To obtain key fobs for the Community Centre, please pick up at the Township Office located at 2 West Carling Bay Rd., one working day prior to the event. In the event of a wedding please pick up the key fob on the Thursday before 3:00 p.m. At this time we will give you a quick walk through on how to open, close and run the dishwasher etc.
2. All Deposits are non-refundable unless otherwise stated in writing.
3. Alcoholic beverages shall not be allowed to leave the 1/3 and 2/3 rooms of the Banquet Hall with the exception of the patio. Failure to comply and enforce this regulation will result in the immediate termination of the event and no refund will be issued. Additionally:
 - No alcohol shall be served after 1:00 a.m.
 - All alcohol must be served through the Bar, if any other alcohol is brought onto the premises the event will be terminated immediately and no refund will be issued.
 - Music must be turned off at 1:00 a.m. and the premises vacated by 1:30 a.m.
 - The O.P.P. will be called if loitering or consumption of alcohol persists after these times.
4. The applicant is responsible for the supervision and control of all persons in attendance at the function and to restrict such persons to the premises and additionally, will not contravene any statuses or regulations of the Province of Ontario or the Dominion of Canada or any By-laws of the Township of Carling.
5. The applicant is responsible to ensure that all guests, caterers, DJs, etc., park in the designated parking area in front of the Community Centre and the areas that are designated as 'No PARKING' are kept clear of vehicles. This includes the "Fire Route" that is clearly identified as the rear of the Community Centre.
6. The applicant or guest will not remove anything from the hall without obtaining the permission of the municipality in writing.
7. The general cleaning of the hall is the responsibility of the applicant. It must be cleaned by 10:00 a.m. on the day following the function. Following an event the applicant shall ensure the following:
 - Key fobs are returned the day after the event to the Township Office. This



- may be done in person or placed into the drop box located at the front door to the Township Office ;
- All dishes, cooking utensils, pots and pans must be washed, dried and put away. All items must be put away in the same manner they were found.
 - Ensure that the Kitchen cooking appliances and surfaces are cleaned and returned to the same conditions as found. This includes the grill and deep fryer
 - All lights, appliances and fans are turned off;
 - All tables and chairs are whipped down. Township staff will stack and put away.
 - Floors (including kitchen, halls and washrooms) are to be cleared of debris and swept;
 - All garbage is to be bagged and placed in the designated area at the back door of the Community Centre;
 - All recycle bins are to be used according to posted instructions
 - All doors are to be locked when leaving.
8. The applicant is responsible for all damages incurred on the premises or municipal property as a result of any act or omission of the Applicant or the Group named hereon or their members, officers, employees, agents or contractors or any persons who attends the function and, in the event of such damage, to pay the Township a Damage Charge in such amounts as is determined by the Township.
9. The damage deposit will be refunded once the hall has been inspected and found in order by the Facility Manager or their designate. Typically five business days will be required to perform the review of the building and contents.
10. Any group using the hall shall adhere to the Occupancy Loads as posted at various locations within the hall.
11. The use of confetti or any confetti-like materials in the building or onsite is prohibited.
12. Smoke Machines are prohibited.
13. Candles with open flames may be permitted but only with the approval of the Fire Chief or designate. They may be contacted by telephone at 705-996-9193 or email at fire@carling.ca
14. Damages caused by attaching decorations to any walls or ceilings must be approved by the Facility Manager or designate.
15. The Township reserves the right to cancel this Agreement upon the notification to the Applicant at least one week prior to the date of the function, in which event any fee paid shall be refunded to the Applicant and the Township shall not be liable to



the Applicant for any loss or damages.

16.The Municipality must be notified of any damage on the first working day after the event.

17.This is a smoke and vapor free building.

18.No lines are provided with the rental.

19.In case of an emergency, contact Chris Waepler (705) 996-9194.