



Facilities Booking Policy

Purpose

The Town of Mahone Bay manages many properties and facilities for the benefit and enjoyment of residents and visitors. It is the intent of this policy to provide guidelines for the safe use and enjoyment of Town properties by residents and visitors.

Scope

The Facilities Booking Policy applies to all Town properties and to all persons on Town property.

General Guidelines

The following general guidelines are to be adhered to for the public use of all Town managed properties:

1. Groups or individuals are expected to follow all facility policies, rules, regulations and bylaws.
2. Groups or individuals shall also be expected to follow event policies, rules and regulations instituted by the event holder/renter.
3. All individuals on Town property must behave with civility, respecting the rights of others to quiet enjoyment of the facility.
4. Inappropriate behaviour at a Town facility or property shall result in the issuance of a Trespass Notice to the offender(s); if necessary, the police will be called.

Inappropriate behaviour for the purpose of this policy includes, but is not limited to, the following:

- Behaviours that obstruct or hinder the ability of others to use and enjoy Town facilities, or participate in Town programs or events, or compromise the safety and health of others, including staff;
 - Refusal to follow rental agreement and all other related Town policies, procedures and bylaws;
 - Willful damage or vandalism of property;
 - Any criminal behaviour.
5. Legal action and/or additional charges may result pending the severity or nature of a group's or individual's actions.

Community-Use Facilities

This policy designates some Town owned properties as Community-Use Facilities while those not designated herein have restricted public access.

Additional Guidelines

Community-Use Facilities may have their own specific guidelines. Additionally, the following guidelines for the public use of all Town properties apply:

- The use of the facilities will not be restricted on the basis of race, national or ethnic origin, colour, religion, sex, gender, age or mental or physical ability.
- Notwithstanding the above, the Town Council may reject or approved any proposed use of Town property by motion if, in their judgement, the anticipated use would not comply with the intent of this policy.
- All facilities must be left in the same condition in which they are found. Users are required to remove, at their own expense, all materials, equipment or furnishings that they have provided for the event. Cleaning of indoor rentals will be done by the Town's cleaners, at the expense of the renter.
- Users of Town properties are prohibited from removing materials from the property for personal or commercial use; removal of materials will be treated as theft.
- Alcohol will not be allowed in facilities/properties ~~only~~ unless in accordance with Provincial regulations and any facility specific guidelines.

Town Owned Community-Use Facilities that can be booked:

- Baseball Field
- Michael O'Connor Memorial Bandstand
- Fire Station:
 - Hall
 - Community Room
 - Commercial Kitchen

Community-Use Facilities on Town properties which are operated by others who can be contacted regarding bookings:

- Mahone Bay Pool – Mahone Bay Pool Society
- Tennis Courts – Mahone Bay Tennis Club
- Community Sports Field – Mahone Bay Centre & Mahone Bay United
- Mahone Bay Marina – Wooden Boat Society

Other Town Owned Community-Use Facilities which do not require booking include:

- Jubilee Park and Playground
- Edgewater & Main St. Comfort Stations
- Aquatic Gardens Park
- Park & Bayview Cemeteries
- Other maintained green spaces

Booking of Town Owned Community-Use Facilities

- Bookings are required to reserve the use of facilities.
- Each person or organization wishing to rent/use a facility owned by the Town of Mahone Bay must submit the appropriate Facilities Booking Form to the Town.
- Applications for use of facilities will be approved on a first-come, first-served basis with Town programs given priority.
- Facility booking is finalized once agreement is signed, all associated deposits and fees are paid and insurance is arranged.
- The Town of Mahone Bay reserves the right of refusal of any booking at their discretion.
- All booking requests are to be received at least 10 business days in advance of the requested date. Any requests received with less notice may not be considered.

Clerk’s Annotation for Official Policy Book

Date of Notice to Council Members of Intent
to Consider {7 days minimum notice}: April 11, 2023

Date of Passage of Policy: May 9, 2023

I certify that this Policy was adopted by Council as indicated
above.

Clerk

Date