
Date

The following was adopted as Policy by **Resolution No. 16.12.307** at the **Regular Council Meeting** held on **December 20, 2016**.

Purpose

The Free Meeting Space Policy sets out the rules, regulations and procedures for the use of free space at the Municipal Hall and Community Complex by community groups.

Policy

1. GENERAL

- 1.1. In order to support local community groups, the District shall provide limited free use of Municipal Hall and Community Complex space to eligible community groups for the purpose of holding meetings. District events, staff, and Council have priority over use.
- 1.2. Any fees for use of space, including after-hours fees, are set out in the District's Fee's Bylaw, as amended from time to time.
- 1.3. Free space under this policy shall only be provided for the purpose of conducting meetings up to a maximum of 60 people (or total room capacity). Free use of space will not be provided for the purpose of events, courses, services, programs or ceremonies.

2. ELIGIBLE GROUPS

- 2.1. For the purposes of this policy, "local" means operating within the municipal boundaries of the District of Lake Country or in the case of a group or organization, 60% or more of the members or participants are residents of the District of Lake Country.
- 2.2. Groups may be required to provide proof of eligibility for use of free space.
- 2.3. Groups that are eligible for free use of space, as per Section 3.1., include:
 - (a) Local non-profit groups which means an organization that holds non-profit status as designated by the Province of British Columbia and/or Federal Government.
 - (b) Local community or volunteer groups which means an organization that does not have official non-profit status but operates with no paid staff and has a specific Lake Country interest, community benefit or provides a service to the local community.
 - (c) Local businesses holding a valid Lake Country business license.
 - (d) Municipal organizations including but not limited to RDCO, OBWB, LGMA.

3. FREE USE OF SPACE

3.1. Free use of space shall be provided as follows:

- between the hours of 8 a.m. and 10 p.m.
- subject to availability, at the District's sole discretion
- at the Community Complex, shall not be booked during regular school hours
- meetings cannot be combined for more than one free use per month
- bookings shall not be for more than one day. Requests for bookings for more than one day must be approved by the Director of Infrastructure Services, Corporate Services Manager or their designate.

User Group	Municipal Hall Rooms	Community Complex Rooms
Local non-profit groups	Free use subject to availability	1 free use per month
Local community or volunteer groups	Free use subject to availability	1 free use per month
Local businesses	1 free use per year	n/a
Municipal organizations	Free use subject to availability	n/a

4. AVAILABLE ROOMS

Rooms available for free use:	Rooms <u>not</u> available for free use:
Municipal Hall - Winfield Room	Council Chambers
Municipal Hall - Carr's Landing Room	Creekside Theatre
Community Complex - Library	Community Gym
Community Complex - Classroom(s)	

5. GENERAL REGULATIONS

- All meetings must be booked through the District well in advance of use.
- All bookings require a contact name and telephone number.
- Payment of any applicable fees is due prior to use.
- Users are responsible for their own set up and take down.
- The facility/room must be returned to its original set up at the end of each booking.
- The facility/room must be left in a clean and orderly condition with all garbage placed in bins.
- Regular custodial work is included.
- Users are responsible for providing their own meeting supplies and audio or visual equipment.
- Users must comply with all facility rules and regulations.
- Good conduct is required at all times.
- User groups will be financially responsible for any damage caused to rooms or furnishings.
- The District is not responsible for any items left in the rooms. Forgotten items will be held at the Customer Service Centre for pick up.
- Cancellations must be received 24 hours prior to the event or a cancellation fee will be applied.

6. DISCLAIMER

6.1. If user groups are not adhering to this policy, are not using the space for the purposes specified or are monopolizing space, users may be restricted from further free use of space at the discretion of the Director of Infrastructure Services or the Corporate Services Manager. The Director and the Manager or their designates, reserve the right to approve, deny, delay or amend bookings.

Original signed by James Baker

Mayor

Original signed by Reyna Seabrook

Corporate Officer