

Facility Rentals Policy

1.0 Policy Statement

The City of Mount Pearl is committed to providing accessible, inclusive, affordable and safe access to City facilities to the community. The City is responsible for ensuring that the operation and maintenance of the City recreation facilities is beneficial to residents. The City requires that fees and deposits are paid for facility rentals regardless of affiliation with the City.

2.0 Scope

This policy applies to facility rentals made by residents and community groups.

3.0 Purpose

To establish a policy for the City of Mount Pearl outlining the process for facility rentals, fees and deposits.

4.0 Facility Rentals

The City of Mount Pearl requires that patrons provide a rental fee and damage deposit for all facility bookings regardless of affiliation with the City. The City requires that patrons deposit 50% of total package within 7 days of confirmation of date and time.

Cancellations

Cancellations must be made in writing by the client who made the deposit. Returns for stand-alone bookings can be made depending on the date the cancellation was made and received in writing. The following cancellation guidelines shall apply:

- A. Cancellations more than 6 months in advance, City will provide full reimbursement. The deposit may also be applied and used towards another function within 2 months of cancellation date.
- B. Cancellations at least 2 months in advance, the City will provide full reimbursement.
- C. Cancellations less than 2 months in advance, deposit may be retained, and cancellation fees will be applied in the following manner:
 - Written cancellation received from the date of the booking up to **30 days prior** to the booking/program date: **50% of the deposit**.
 - Written cancellation received **between 30 and 7 days prior** to the first booking/program date: **75% of the deposit**.

- Written cancellation received **less than 7 days prior** to the first booking program date: **100% of the deposit**.

All event-related charges (except the deposit amount) will be billed or other means at the end of the event. Billing privileges are subject to approval by the Director or his/her designate.

The City of Mount Pearl agrees that it shall ensure continuity of service throughout the term of this policy as well as the rental agreement, unless such continuity is prevented by virtue of fire, flood, strike, pickets, lockouts, pestilence, endemic illness, storm or tempest. Under such circumstances, the Facility shall, as soon as possible advise the client of the nature and extent of discontinuity.

5.0 Kitchen Cleaning

Aside from the *Facility Rental Deposit*, the City may also require a *Kitchen Cleaning Deposit* for the following facilities: Reid Center and the Park Place Community Center. For the rest of the facilities, the Facility Rental Deposit will cover the Kitchen Cleaning deposit.

The Kitchen Cleaning Deposit shall be made upon signing of agreement for rentals. The deposit will be refunded within 30 days after the event date, if the kitchen area has been left satisfactorily cleaned to the facility standards.

It is incumbent on patrons booking kitchen facilities that immediately following such event the kitchen area be cleaned and all garbage removed. This requirement applies even if caterers and/or third parties are involved in the provision of food and use of kitchen facilities. It will be the responsibility of the signing patron of the agreement to ensure that the kitchen is left cleaned.

6.0 Related Documents

Please refer to the City's companion document:

- *Rental Agreement*

7.0 Approvals



Steve Kent, Chief Administrative Officer

February 28, 2019

Date