

VILLAGE OF MYRNAM



Policy Number: 2022-15
Date of Issue: December 15, 2022
Policy Subject: CTEC Rental Policy

POLICY STATEMENT:

The purpose of this policy is to establish guidelines and procedures for booking space at the CTEC facility located adjacent to New Myrnam School.

DEFINITIONS

In this policy,

- (a) “Renter” means the individual or organization responsible for the booking of a rental space;
- (b) “School” means New Myrnam School;
- (c) “Village” means the Village of Myrnam;
- (d) “Village Staff” means employees or contractors of the Village of Myrnam.

POLICY

- (a) When not in use by the Village or the School, rooms and spaces and may be booked for use in compliance with this policy.
- (b) All Renters must complete the CTEC Rental Agreement Form and provide payment in full.
- (c) Village Staff shall be responsible for the administration of room/space bookings. Village Staff will review each application and have the sole discretion to approve or reject bookings based on suitability and capacity. The interested Renter will be notified of the decision and any applicable fees required to complete the booking.
- (d) Meeting rooms/spaces have maximum occupancy limits based on the type of use and furniture layout. Fire and Building Codes determine these occupancies. The Renter must specify the number of people anticipated in the room on their CTEC Rental Agreement Form.
- (e) Any individual, group, or organization renting meeting rooms/spaces shall be held responsible for willful or accidental damage to the building or equipment caused by the group, its members, or those attending its program. Individuals or groups shall be charged for any damage to the room, furniture, or equipment. The Village is neither responsible nor liable for the theft, loss, or damage to personal property during the rental.

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- (f) Council business and Village operations take precedence over all bookings. The Village has the authority to cancel any bookings.
- (g) The Village has the authority to remove or have removed any persons from the facility if policies are not followed or the facility is not being used for the purpose for which it was intended.
- (h) The Village shall, at its discretion, provide equipment such as an overhead projector, sound system, and audio/visual equipment, conditional to an experienced technician operating said equipment.
- (i) The Village has the authority to deny the use of any and all meeting rooms/spaces to any persons or groups.
- (j) The Renter shall comply with all provisions of this policy including all of the provisions within the Rental Agreement.
- (k) Council will establish rental rates in the Village's Master Rates Bylaw.
- (l) Village Staff shall be responsible to:
 - i. Creating a CTEC Rental Agreement Form;
 - ii. Ensure that Renters abide by all provisions of this policy;
 - iii. Book rooms/spaces and confirm dates and times;
 - iv. Ensure that meeting rooms/spaces are in a clean and presentable condition prior to and following any schedule meeting or event;
 - v. Ensure the building is secure after the Renter and their associated group exits the premises;
 - vi. Ensure they are the last person to exit the building following the conclusion of any function being held.

MAYOR

CHIEF ADMINISTRATIVE OFFICER