

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE
MANUAL

POLICY GROUP:	Building & Property
POLICY#:	3.13
SUBJECT:	COMMUNITY CENTRE USE AND RENTAL
ADOPTED:	Nov. 23 rd (Resolution 2016-20-08)
ADMINISTERED BY:	Administration

Objective: To provide guidelines for public use of the Community Centre.

Policy: The Community Centre facility will be made available for public and private use year-round at the discretion of the Office Manager, the Chief Administrative Officer and Council.

Procedures:

Rates:

The rates charged for rental of the facility are outlined in the current "Administrative Fees and Charges" Bylaw.

Rental Agreements:

All users of the community centre must enter into an agreement with the District of Fort St. James prior to using the facility.

All short term/occasional users must agree to and sign the Agreement for Rental of Municipal Facilities (Schedule "B") and provide proof of adequate insurance. The liability requirement is \$1.0 million.

All racquetball court users must agree and sign the Racquet Club Membership and Agreement for Use of Racquetball Court (Schedule "C-1"). All users must also follow the Racquet Court User Guidelines (Schedule C-2).

Renters of the facility are responsible for general clean-up of the facility such as removal of tables and chairs, clean-up of refuse. The District of Fort St. James shall do all final janitorial work in the facility.

Booking Community Centre:

Booking of the Fort St. James Community Centre will be done through the District Office or by contacting the community centre coordinator. Booking of the Community Centre will not take place until full rental fee is paid and rental agreement is signed.

District of Fort St. James Policy No. 3.13

- For rental reservations taking place more than 30 days after booking, payments are due within 7 business days of booking.
- For rental reservations taking place within 30 days of booking, payments are due within 2 business days.

Cancellation:

The District of Fort St. James retains the right to withhold full rental payment if cancelation takes place outside of policy times.

- For long term reservations made 30 days ahead of event, cancelation with full reimbursement must take place 30 business days from event.
- Short term reservation cancellation notice for events registered within 30 days of payment have 7 business days prior to event to cancel and receive full reimbursement. If cancelation takes place after this time there will be no reimbursement of rental fee.

Occupancy of Rooms:

1. Theater maximum 145.
 - a. Main space 90
 - b. Upstairs 55
2. Ballroom table and chairs maximum 168
3. Ballroom chairs only maximum 285
4. Small meeting room maximum 12
5. Large meeting room maximum 25
6. Racquet court for racquet sport maximum 2
7. Racquet court for other use maximum 15
8. Boardroom maximum 15
9. Whole building maximum 430

Community Centre Rules:

All Community Centre rules contained in “Schedule A” must be obeyed by all persons within the Community Centre, regardless of whether they are facilitators or participants.

For rental and use of the Kitchen, all dishes must be washed and put away to Food Safe

District of Fort St. James Policy No. 3.13

Guidelines (Schedule A-1). No food is to be left behind in the fridge. Kitchen is to be returned to the state it was found. Failure to follow rules will result in loss of damage deposit.

For rental of the Theater with movie projector trained District staff must set up, operate and put away all equipment. See fees and charges bylaw for cost. Aisle and seats should be free of garbage. Failure to follow rules will result in loss of damage deposit.

For rental of the Racquet Court for all uses non-marking shoes must be worn. Absolutely no food, drink or chairs in racquet ball court. Failure to follow rules will result in loss of damage deposit.

For rental of the meeting rooms, all food must be removed from fridge. Garbage taken out and placed in outside containers. Coffee pots should be rinsed, coffee maker cleaned out. Failure to follow rules will result in loss of damage deposit.

For rental of the Ballroom tables and chairs must be wiped cleaned and replaced to proper storage area. Floor should be clean of debris and garbage is to be taken out and placed in outside container. Failure to follow rules will result in loss of damage deposit.

Rules must be enforced uniformly and fairly for everyone.

SCHEDULE “A” COMMUNITY CENTRE RULES

1. Use of tobacco products (including chewing tobacco and vapour products) or illegal drugs is prohibited in the Community Centre.
2. The serving and/or consumption of alcohol in or on any portion of the Community Centre is prohibited unless expressly approved by the District of Fort St. James and with valid permit obtained under the Liquor Control and Licensing Act. If alcohol intends to be served all rental users must read the District of Fort St. James Municipal Alcohol Policy and sign a license holder agreement that signifies a clear understanding of the conditions required by the policy and will produce the insurance and licensing documents indicated in the policy.
3. Abusive language, rough play and willful damage to the premises will not be tolerated.
4. Children must be supervised at all times.
5. Washrooms must be kept clean.
6. District staff or authorized person may require a person who violates any of the above rules to leave the community centre immediately.
7. RCMP will be called for alcohol or drug-related offences, violence, or if a person refuses to leave the community centre when required.
8. At the discretion of the Chief Administrative Officer, a person or group violating any of the rules may be suspended from using/attending the community centre for a minimum of two weeks. All suspensions will be given verbally by the Chief Administrative Officer and recorded in writing.
9. Security must be provided by the sponsoring organization if attendance at an event will be 100 or more persons and alcohol is to be served. The following schedule will apply:
 - 100 to 300 persons: 2 security personnel
 - 301 or more persons: 4 security personnel

Security personnel must be plainly visible to the attendees and must wear a vest approved by the Chief Administrative Officer. The Chief Administrative Officer may require security at any event regardless of forecasted attendance.
10. The District of Fort St. James is not responsible for any loss or damage to personal property.

SCHEDULE “A-1” FOOD SAFE GUIDELINES

Mechanical Dishwashing: Hot Water Sanitizing Methods

1. The temperature of the wash solution in spray type ware washers that use hot water to sanitize may not be less than:
 - a. for a stationary rack, single temperature machine, 74 C (165 F);
 - b. for a stationary rack, dual temperature machine, 66 C (151 F);
 - c. for a single tank, conveyor, dual temperature machine, 71 C (160 F); and
 - d. for multitank, conveyor, multitemperature machine, 66 C (151 F).
2. Mechanical dishwashing machines employing water temperature as a means of sanitizing tableware, utensils and equipment should ensure that dishware is exposed to clean rinse water for at least 10 seconds, at a temperature (measured at the manifold) of:
 - a. 74 C (165 F) for single tank, stationary rack, single temperature machines; or
 - b. 82 C (179 F) for all other machines.

Manual Dishwashing

1. Where manual dishwashing procedures are used for cleaning and sanitizing cooking utensils, the manual dishwashing equipment should include:
 - a. at least a double sink of non-corrodible metal of sufficient size to permit complete immersion of the utensils to be sanitized;
 - b. draining boards (if they are to be provided) of non-corrodible and non-absorbent material;
 - c. a thermometer capable of measuring temperatures between 0 C and 100 C (32 F and 212 F); and
 - d. testing equipment to determine the strength of any chemical used as the sanitizing agent.
 - i. When relying on the manual method for washing and sanitizing dishware and serving/dining utensils, the operator should use a two or three compartment sink and the following procedure. Dishes should be:
 - ii. thoroughly scraped clean of gross foreign materials and food scraps;
 - iii. washed in the first compartment sink in detergent solution capable of removing grease and food particles and that is maintained at a temperature of not less than 45 C (113 F);
 - iv. rinsed in the second compartment sink in clean potable water maintained at a temperature of not less than 45 C (113 F); and

- v. sanitized in the third compartment sink by immersion, in one of the following methods:
 - for at least 2 minutes in water at a temperature of at least 77 C (171 F);
 - for at least 2 minutes in a chlorine solution of 100 - 200 mg/L available chlorine at a temperature of not less than 45 C (113 F);
 - for at least 2 minutes in a solution containing a quaternary ammonium compound having a strength of not higher than 200 mg/L consistent with efficacy at a temperature of not less than 45 C (113 F);
 - for at least 2 minutes in a solution containing not higher than 25 mg/L iodine at a temperature of not less than 45 C (113 F); or
 - in accordance with any other method that has been scientifically proven to produce results equivalent to those achieved by use of any of the methods in this subclause (iv).

NOTE: The solutions used for the methods outlined in (iv) should be completely changed often enough to prevent utensils from becoming soiled and to maintain the bactericidal effect of the solution.

- e. air-dried, if possible.
 - i. The operator should test the temperatures of the water and the sanitizer concentration frequently to ensure that effective sanitizing is occurring.

SCHEDULE B
AGREEMENT FOR RENTAL OF COMMUNITY CENTRE

To: _____

Address: _____

Phone: _____

Email: _____

(The "Lessee")

Your application for the use of the Community Centre room(s) named below and owned by the District of Fort St. James (the "Lessor") has been accepted and the following allotment made:

Date

Time

☐ Half day ☐ Full Day

☐ Main Hall ☐ Theater ☐ Theater with Projector ☐ Small Meeting Room ☐ Large Meeting
☐ Board Room ☐ Racquet Court ☐ Kitchen ☐ Kitchen with Dishes

\$ _____ plus GST\$

Rental Fee

Damage Deposit

Use of the Premises is granted for the purpose of _____

The Lessee agrees:

1. To comply with all applicable provincial, federal and municipal enactments and policies.
2. That all facilities are rented on an AS IS basis and the Lessor's obligation is restricted to the provision of Premises as they exist at the time of the rental.
3. That there is no warranty expressed or implied on the part of the Lessor as to the suitability or condition of the Premises hereby demised;
4. To accept the said Premises at his own risk;

District of Fort St. James Policy No. 3.13

5. To hold the Lessor harmless from all and any legal liability for loss, costs, or damages resulting from bodily injury, including death, of or to any person or persons, or from damage to the property of others;
6. To indemnify the Lessor for any loss or damage to the property, including any indirect expense arising out of the Lessee's occupancy of the Premises;
7. To provide evidence of appropriate comprehensive liability insurance for limits of \$1,000,000 per occurrence, with the Lessor named as additional insured. Visit Municipal Insurance Association of British Columbia for more info (msen@miabc.org).
8. That this lease may be revoked or cancelled by the Lessor at any time with or without cause and, in such event, the Lessee shall have no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever.
9. To follow all Community Centre rules found in Policy 3.13 Schedule A.
10. Lessor's must have valid Liquor permit and provide the District with a Copy or permit and serving it right.
11. To pay for any damages to the Premises caused by the Lessee's use of the Premises.
12. That the Lessor will return the damage deposit to the Lessee when the Premises has been returned to the condition in which it was found.
13. That, notwithstanding any of the above, the Lessor may withhold some or all of the damage deposit and/or levy additional charges on the Lessee if, following a Lessee's occupancy, extra expense is incurred as a result of damages caused to the Premises by the Lessee, or if the Premises are left in a dirty condition.

If the above allotment, terms, regulations and conditions are satisfactory, please sign this form and return it to the Municipal Office before the date of the rental, together with the damage deposit (cash or cheque).

Authorized Municipal Officer

Date

We, the undersigned, agree to accept the allotment of these Premises and the conditions as stated above.

Legal Name of Lessee

Signature of Lessee

Date

Please return this form, duly signed, to the Lessor at:

District of Fort St. James
477 Stuart Drive West
PO Box 640
Fort St. James, B.C. V0J 1P0

Failure to return signed form with payment in full and damage deposit will result in the cancellation of your reservation.

SCHEDULE "C-1"
AGREEMENT FOR MEMBERSHIP IN RACQUET CLUB AND USE OF
RACQUETBALL COURT

Name: _____

Address: _____

Email: _____

Phone: _____

(the "Lessee")

Your application for the use of the Premises named below and owned by the District of Fort St. James (the "Lessor") has been accepted and the following allotment made:

Use of racquetball court/membership fee, GST included:

Annual	\$150.00	FOB# _____
6 Month	\$ 75.00	
Monthly	\$ 25.00	
Corporate (1 card)	\$ 200.00	
Corporate (2 cards)	\$ 300.00	
Damage Deposit	\$100.00	Expiry Date _____
TOTAL	\$ _____	

Use of the Premises is granted for the purpose of playing racquet sports.

The Lessee agrees:

1. To comply with all applicable provincial, federal and municipal enactments and policies.
2. That all facilities are rented on an AS IS basis and the Lessor's obligation is restricted to the provision of Premises as they exist at the time of the rental.
3. That there is no warranty expressed or implied on the part of the Lessor as to the suitability or condition of the Premises hereby demised;
4. To accept the said Premises at his own risk;
5. To hold the Lessor harmless from all and any legal liability for loss, costs, or damages resulting from bodily injury, including death, of or to any person or persons, or from damage to the property of others arising out of the Lessee's occupancy of the premises.

District of Fort St. James Policy No. 3.13

6. To indemnify the Lessor for any loss or damage to the property, including any indirect expense arising out of the Lessee's occupancy of the Premises except to the extent that any damage, loss or injury is caused by the negligence or misconduct of the Lessor;
7. That this lease may be revoked or cancelled by the Lessor at any time with or without cause and, in such event, the Lessee shall have no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever.
8. That the serving and/or consumption of alcohol in the Premises is prohibited.
9. To follow all Community Centre rules found in Policy 3.13 Schedule A and Racquet Court User Guidelines Schedule C-2.
10. To pay for any damages to the Premises caused by the Lessee's use of the Premises.
11. That the Lessor will return the damage deposit to the Lessee when the Premises has been returned to the condition in which it was found.
12. That, notwithstanding any of the above, the Lessor may withhold some or all of the damage deposit and/or levy additional charges on the Lessee if, following a Lessee's occupancy, extra expense is incurred as a result of damages caused to the Premises by the Lessee, or if the Premises are left in a dirty condition.

If the above allotment, terms, regulations and conditions are satisfactory, please sign this form and return it to the Municipal Office before the date of the rental, together with the damage deposit (cash or cheque).

Authorized Municipal Officer

Date

We, the undersigned, agree to accept the allotment of these Premises and the conditions as stated above.

Legal Name of Lessee

Signature of Lessee

Date

Please return this form, duly signed, to the Lessor at:

District of Fort St. James
477 Stuart Drive West
PO Box 640
Fort St. James, B.C. V0J 1P0

Failure to return this signed form with payment in full and damage deposit will result in the cancellation of your membership.

SCHEDULE “C-2”

Racquet Court User Guidelines

Contact Information

Racquet user group:
Andrew Vogelsang
778-890-2115
vogelsa33@gmail.com

District office:
Terri-Ann Houghton
250-996-8233
office@fortstjames.ca

Registration

Users must register as a member by completing a facility user agreement and paying the applicable fees to the District of Fort St. James.

A key or access fob will be issued to each member.

One non-member may accompany a member to learn to play. Members must not allow anyone else to use the key/fob, and must accompany any guest.

Rules:

1. Use facility at own risk
2. Always book court times in advance. See booking section below.
3. Access is for members and guests only
4. Key/fob is not to be lent to anyone by the member
5. No more than two people on the court at a time
6. Equipment rentals available at District Office
7. Must wear eye protection
8. Must wear shoes with non-marking soles
9. No food or drink in the court
10. This is a user-maintained facility. Please sweep the floor after use and keep the facility in good condition
11. Two people are required to move the glass wall. An experienced person must show new users how to properly move the wall.

Booking:

Please do not book more than seven days in advance.

Go to www.fortstjames.ca/racquet.

1. Select a date range to search for available court times (they are booked in 1-hour blocks)
2. Click on “Bookable Items” and select “Racquet Court” (it is the only option).

District of Fort St. James Policy No. 3.13

3. Click “search.” A list of available times within your date range will be displayed. (Times that are already booked will not be displayed).
4. Find your desired time and click on it.
5. Click on “Submit.”
6. Fill in all the required fields. Your personal information will only be seen by District of Fort St. James staff.
7. Click “Submit.” Wait until “You were successfully subscribed to the event” appears at the top of the form.
8. You will receive an email confirming your booking.
9. If you wish to cancel a court time that you have booked, you can do this by clicking the link in the email message.

Other Information:

There is a shower in the washroom near the front door.

Store the tin outside the court.