



Summer Village of Horseshoe Bay

Effective Date: January 1, 2012

Policy Number: 8

Title: Facility Maintenance and Rental Policy

1. Policy Statement

- 1.1 The purpose of this policy is to maintain the safety and aesthetic quality of Summer Village property as a whole. This policy also reflects the desire of the Summer Village to integrate public access by having the building and grounds open to community and neighboring citizens.

2. Maintenance

2.1 Responsibilities

- 2.1.1 It shall be the responsibility of Administration to develop a maintenance plan that will encompass all daily maintenance activities. Moreover, to ensure that each building, sports field, or public ground is maintained in a manner consistent with this plan.
- 2.1.2 It shall be the responsibility of the Facility Manager to actively adhere to the provisions of this policy, ensuring that the building, sports field, or public ground is maintained in a manner consistent with this plan
- 2.1.3 Council shall be responsible for reviewing and approving any construction, maintenance or repairs on any facilities or grounds within the Summer Village of Horseshoe Bay.

2.2 Facility Inspections and Reviews

- 2.2.1 The Facility Manager shall conduct a minimum of one review of each facility in any given year. The annual review shall be done each September in order for any areas needing to be addressed to be scheduled as part of the next annual budget.
- 2.2.2 An inspection checklist, as prepared by Administration, shall be completed monthly by the Facility Manager and submitted to Administration, specifically detailing the following:
- The overall condition of each facility
 - All areas which require maintenance or repair
 - Any additional information that the Facility Manager feels is necessary to provide a complete picture of the facility's condition.

2.3 **Contracted Maintenance**

- 2.3.1 As is deemed necessary by Administration, the Summer Village of Horseshoe Bay may contract certain maintenance activities to outside vendors. These activities may include, but are not limited to lawn care, pest control, and fertilizing.
- 2.3.2 The maintenance responsibilities and services of any contracted parties shall be overseen by Administration.

3. **Rental**

3.1 **Terms of Use**

- 3.1.1 Use of the Martin Recreation Area is a privilege and should be considered as such by the users. Therefore, the Summer Village of Horseshoe Bay's Recreation Committee will determine which users and types of activities will be permitted in the Community Center or grounds and the Committee's decision is final. The Facility Manager administers the rental agreement and therefore must approval all rental requests.

3.2 **Rental Conditions**

- 3.2.1 Any changes or additions to the interior or exterior of the Community Center or grounds such as posting signs, mounting flags, erecting displays, moving furniture, attaching or removing items from walls, windows, etc. are strictly prohibited without prior approval of the Facility Manager.
- 3.2.2 The maximum capacity of the Martin Recreation Center is 65 people with tables and chairs; 75 people with chairs only.
- 3.2.3 The following equipment is available for use at no additional charge. Arrangement for use must be made prior to the event.
- Public address system with microphone
 - Tables and chairs
 - General kitchen equipment
 - Coffee and tea perks
- 3.2.4 Decorating of the Center is permitted with the approval of the Facility Manager. The following guidelines are recommended:
- Flower arrangements in containers may be used for decorating

- Ornaments may be hung from existing nails. It is strictly prohibited to add new nails
- The following is NOT permitted: electrical tape, duct tape, mac tac, nails or tacks of any kind.

3.2.5 Users are responsible for leaving the rental space in the original condition found. If cleaning is required after an event, the user will be charged for the actual cleaning costs.

3.2.6 Smoking is strictly prohibited inside the Martin Recreation Center.

3.3 **Fees**

3.3.1 All fees are set out in Bylaw 85-2008 and must be paid prior to the event.

3.4 **Rental Agreement**

3.4.1 All users are required to sign a Rental Agreement and obtain the required permits and insurance.

3.5 **Liability**

3.5.1 The user agrees to accept all responsibility and liability for all damages, injuries, afflictions or conditions occurring on, in or to the Martin Recreation Center premises and/or to any person, persons or property of any person or persons at, on, or in the Martin Recreation Center premises during the course of the event concerned, whether as a direct or indirect result of anyone or anything associated with the event concerned.

3.5.2 The Summer Village of Horseshoe Bay, its Council, Administration, Representatives, their heirs and successors according to law, individually or collectively, will not be responsible or liable, in any way or manner, for any damages, injuries, afflictions or conditions occurring on, in or to the Martin Recreation Center premises and/or to any person, persons or property of any person or persons at, on or in the Martin Recreation Center premises during the course of the event concerned, whether as a direct or indirect result of anyone or anything associated with the event concerned.

3 **Policy Adoption/Amendment**

Adopted by Resolution April 21, 2012