

**TOWN OF IRRICANA**

**POLICY 1:13**

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**TITLE: FACILITY & SPORT EQUIPMENT  
RENTAL POLICY**

**EFFECTIVE:  
March 2, 2009**

The Town of Irricana recognizes the value and importance of defined procedures and rates for renting out of facilities owned and operated by the municipality and ensure that facility renters access adequate event liability insurance.

**OBJECTIVE**

1. To provide staff with specific guidelines for facility rentals and rates.
2. To provide staff with specific guidelines for processing of requests for reduced rental fees.
3. To outline the user’s responsibilities when renting a facility.
4. To outline process for facility users acquiring event liability insurance.

**GENERAL**

**Irricana Community Hall:**

- A. Rental fees are established by resolution of Council in the Town of Irricana Service Fees and Charges Bylaw: 13:2002 as amended.
- B. Damage Deposits will be held 10 days following the rental date. Upon an inspection report (as specified in the Hall Rental Agreement Schedule “A”), the deposit will be refunded.
- C. Requests for reduced rental fees shall be reviewed by administration staff to determine if the requesting organization is undertaking a fundraising function. A fundraising function shall meet the criteria set out in the Fundraising Rental Fee Request Form (Schedule B). All other rate requests to be forwarded to the Hall Advisory Board.

**MAYOR:**

**MOTION: 135:95**

**CHIEF ADMIN. OFFICER:**

**DATE REVISED:** Apr. 3, 1995  
May 6, 1996  
June 5, 2000  
Sept 5, 2000  
Mar.2, 2003

**DATE REVISED: March 2, 2009**  
**MOTION: 76:09**

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- D. Hall Bookings may be tentatively booked by phone, e-mail or in person. Booking is not considered confirmed until rental agreement is signed (Schedule A attached) and rent and damage deposit are received by the Town at least 5 business days prior to the event.
- E. Each party renting the hall for a function must sign a rental agreement which outlines rules, procedures and liability and insurance requirements.
- F. Each renter must provide proof of liability insurance in the amount of \$2,000,000.00 with the Town of Irricana named as “Additional Insured”.
- G. Each group renting the hall on a long term basis must enter into an agreement with the Town at a negotiated rental rate approved by Council.
- H. Cancellation of event less than 5 days prior to the event will result in a 50% refund of any rents paid. Cancellation within 24 hours of the event will result in the forfeiture of any rents paid.
- I. If the facility is booked on a requested date rental enquiries will be directed to the Irricana Recreation Complex, Beiseker or Keoma agencies responsible for their hall bookings.

**Irricana Ball Diamonds:**

- A. Rental fees are established by Bylaw 13:2002. Diamonds are rented on an “as is” basis.

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B. Diamond bookings are made through the Town Office and are not considered confirmed until rental agreement is signed (Schedule "C") and rent is received at least 5 business days prior to the event.

C. Renters must provide proof of liability insurance in the amount of \$2,000,000 with the Town of Irricana named as "Additional Insured" within 5 business days prior to the event.

**Volleyball Nets & Balls:**

A. Rental fees are set through Bylaw 13:2002. Arrangements can be made through the Town Office.

B. A refundable deposit of \$25.00 is required for volleyball set rentals.

**Horseshoes:**

A. Rental fees are set through Bylaw 13:2002. Arrangements can be made through the Town Office.

B. A refundable deposit of \$20.00 is required for horseshoe rentals.

**Recreation Court:**

A. Rental fees are set through Bylaw 13:2002. Arrangements can be made through the Town Office.

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- B. Court bookings will not be considered confirmed until a rental agreement is signed (Schedule "C") and rent is received at least 5 business days prior to the rental.
  
- C. Renters must provide proof of liability insurance in the amount of \$2,000,000 with the Town of Irricana named as "Additional Insured" at least 5 business days prior to the rental.

**Rodeo Grounds:**

- A. Rental fees are set through Bylaw 13:2002. Arrangements can be made through the Town Office.
  
- B. Rodeo Grounds bookings will not be considered confirmed until a rental agreement is signed (Schedule "C") and rent is received at least 5 business days prior to the event.
  
- C. Renters must provide proof of liability insurance in the amount of \$2,000,000 with the Town of Irricana named as "Additional Insured" at least 5 business days prior to the rental.

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