

POLICY TITLE: Facility Rental Policy		
POLICY NO. 2009-01		
ORIGN/AUTHORITY: Musée Morinville Museum	ADOPTED BY: Morinville Historical and Cultural Society	EFFECTIVE DATE:
	REPLACES POLICY: New	REVISION DATE:

1.0 Policy Intent:

The Morinville Historical and Cultural Society will create revenue opportunities through community partnerships for the Musée Morinville Museum through renting out the **Program Room** for meetings and small group organizations.

2.0 Purpose

To establish standard facility rental rules, regulations, fees and a standard Facility User Agreement Form for community groups to rent the Program Room in the Musée Morinville Museum.

3.0 General Facility Rental Terms and Conditions :

- 3.1 *That* the Morinville Historical and Cultural Society will make available the Program Room in the Musée Morinville Museum for rent for revenue purposes.
- 3.2 *That* the fees will be based on the Town of Morinville’s Appendix A: Community Services Rates and Fees Schedule, Meeting Room rates.
- 3.3 *That* all groups are responsible for cleaning the Program Room, which specifically includes:
 - 3.3.1 Remove all garbage from room and place in bin located outside front entrance door.
 - 3.3.2 Remove all their food and drinks from fridge.
 - 3.3.3 Sweep floor.
 - 3.3.4 Wipe tables.
- 3.4 *That* long term consecutive use will require the Historical and Cultural Society and the Group to enter into a group Agreement. All long term agreements to be reviewed annually.
- 3.5 *That* the room’s intended purpose is for community group meetings, and/or for educational purposes.
- 3.6 *That* all users are required to complete and sign a Facility Request Form. The request requires approval of the Morinville Historical and Cultural Society. Upon approval, the request will be signed by the President of the Morinville or designate.
- 3.7 *That* a damage deposit of \$250.00 will be required and deposited prior to facility use. Damage deposit cheques are made payable to the Town of Morinville (Musée Morinville Museum) and will be returned after facility rental is completed.

- 3.8 That a \$50.00 per hour labour clean up charge will apply as set out by the Town of Morinville Appendix A: Community Services Rates and Fees Schedule Facility fee schedule **if the room is not clean.**
- 3.9 *(If key access is required:)* That a \$250.00 key deposit is required. Keys must be signed in and out and are the responsibility of the renter. A security alarm code may be also given out to the renter if staff or volunteers are not on site.
- 3.10 *(If key access is required :)* That groups are responsible for opening, closing and security while on site. No public admittance if no staff on duty. Keys will need to be signed out and returned upon arrangement.
- 3.11 Termination: The **group agreement or facility booking** may be terminated by the Morinville Historical and Cultural Society if the Rental Terms and Conditions are not adhered to.

Morinville Historical and Cultural Society:

Motion: _____

President: _____

Date: _____

Additional attachments related:

Attachment 1: Musée Morinville Facility Rental Form

Attachment 2: Terms of Facility Rental

Attachment 3: Town of Morinville Appendix A: Community Services Rates and Fees