



Title: Facility Rental Policy	Internal/External
Department: Recreation & Community Services	Policy Number: RC – 008
Approval Date: March 03, 2014	Implementation Date: March 03, 2014
Revision Approval Date: November 16, 2021	Revised Implementation Date: November 16, 2021

BACKGROUND

The Town of Paradise operates recreation facilities throughout Paradise to provide opportunities for groups and the public to hold private and community programs, meetings, fundraisers, and other events. When recreation facilities are not in use for Town events or programs, community and recreation groups, non-profit organizations, schools, businesses, and individuals are encouraged to rent and enjoy them.

OBJECTIVE/PURPOSE

The purpose of this policy is to establish guidelines and requirements with respect to the rental of Town of Paradise recreation facilities and to outline information regarding rental seasons and different types of rentals.

DEFINITIONS

“*Community Group*” is a not-for-profit group that is facilitated by a board of directors or volunteers that offer programs and services aimed at enriching the community or meeting public needs. These are recognized by affiliated provincial or federal organizations and/or are registered online (i.e., Company and Deeds Online, Digital Government and Service NL).

“*School Group*” is a group from any school within the Newfoundland and Labrador English or French School District. Priority is given to schools with children attending from the Town of Paradise.

“*Non-Profit/Not for Profit Organization*” is an organization that has a registered not for profit organizational number and uses any proceeds towards its mission. Recognized organizations do not need to operate exclusively for charity; they may operate for social welfare, civic improvement, pleasure, sport, recreation, or any other non-profit purposes.

“*Charitable Organization*” refers to a type of non-profit that is aimed at improving lives in the communities. Charities are exempt from paying income tax, with most supplies used being GST/HST-exempt.

“*Private Rental*” is a rental by a group or individual for a private function, program or service that is for profit or for personal use. Private Rental groups are not eligible for rentals during Regular Season or Summer Season Prime-Time Hours unless space is available following review of other priority requests.

“*Regular Season Prime-Time Hours*”, specifically referring to early season, or field rental times, are from 5:00 p.m. to close, Monday to Friday, and all operating hours on Saturdays and Sundays.

“*Summer Season Prime Time Hours*” are the hours from Monday to Friday 8 a.m. to 5 p.m.

“*One Time Users*” may consist of any group that applies to rent a facility for a one-time use.

“*Seasonal Users*” are groups that apply to rent a facility on a recurring seasonal basis, throughout consecutive seasons.

“*Recreation Seasons*” are seasonal periods determined by the Town that take place between set dates.

“*Off Season*” is a set period when facilities are closed for rental opportunities.

POLICY STATEMENT

This policy applies to all individuals and groups renting or applying to rent Town of Paradise facilities. The Town and renters must meet and follow all conditions outlined in the Facility Rental Agreement. Facility rental requests must be submitted to and approved by appropriate Town of Paradise staff prior to occupying any rental space. The Town of Paradise reserves the right to refuse any rental request. Rental conditions may be affected by unforeseen emergency situations (e.g., weather events, public health related closures or protocol changes).

Rental requests from organizations are reviewed and prioritized in the following order: Town of Paradise (i.e., events or programming), Community Groups, School Groups, Non-Profit /Not for Profit or Charitable Organizations, and Private Rentals.

GUIDELINES

1. Renter Responsibilities

Individuals or groups renting any Town facility must review and meet all guidelines, procedures, and conditions of their Rental Agreement, to be signed prior to the rental. As such, rental responsibilities must be upheld as they relate to scheduling considerations, insurance requirements, proper usage (i.e., cleanliness and condition, equipment use), cancellation processes, informing the Town of third-party contracts, payment schedules and deposits, and following legal and privacy related considerations.

2. Private Rental Opportunities

Unless otherwise approved following review, Private Rentals are typically not granted during Regular or Summer Season Prime-Time Hours. Current information on rental opportunities, facilities, and rental seasons, including off season, is available by contacting the Department of Recreation and Community Services and may be found on the Town website.

3. Types of Rentals

The Town offers the following rental opportunities depending on intended use and stakeholder group:

- **Standard Rental:** A rental intended for one-time use by any group or user. This may involve any group or user renting a facility. This typically includes rentals for events such as parties, meetings, celebrations etc.
- **Seasonal Rental:** This consists of any group or Seasonal User renting a facility during a Recreation Season, typically on a recurring basis.
- **Special Event Rental:** This includes the rental of one or more indoor or outdoor facilities where special timing, setup or operational considerations may be required.
- **Fundraising Group Rental:** A Special Event rental for the purposes of fundraising by a Non-Profit/Not for Profit or Charitable Organization.

- Multi-year Agreement Rentals: This includes any rental that involves a standing agreement, contract, or Memorandum of Understanding (MOU) with the Town of Paradise that has been approved by Council.

4. Recreation Seasons

Specific seasonal and operational dates are available by contacting the Department of Recreation and Community Services. Facility Rental Seasons fall within the following holidays and dates unless otherwise specified.

4.1 Paradise Double Ice Complex Rental Seasons

- Early Season: operational days between Labour Day and Thanksgiving
- Regular Season: operational days between Thanksgiving and Victoria Day
- Off Season: operational days between Victoria Day and Canada Day
- Summer Season: operational days between Canada Day and Labour Day

4.2 Rotary Paradise Youth and Community Centre & St. Thomas Community Centre Rental Seasons

- Regular Season: operational days after Thanksgiving and Canada Day
- Summer Season: operational days after Canada Day and July to final operational day in August
- Off Season: operational days between August 31 and Thanksgiving

4.3 Clubhouse Rental Season

- Regular Season: operational days between Thanksgiving and Victoria Day
- Off Season: operational days between Victoria Day and Thanksgiving (excluding Field Rentals)

4.4 Athletic/Sports Field Rental Season


- Summer Season: operational days between Victoria Day and Labour Day
- Off Season: operational days between Thanksgiving and Victoria Day

REVIEW OF POLICY

This policy is reviewed as required and is subject to change following new experiences or knowledge.

APPROVAL

Chief Administrative Officer: _____

DocuSigned by:

BBF7ECEA93B1484...