

TOWNSHIP OF SIOUX NARROWS – NESTOR FALLS POLICY & PROCEDURE MANUAL		
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Purpose

To act as a directive regarding use of the Four Season Recreation Facility.

Policy

This facility is a community facility designed and constructed with multiple uses in mind to benefit the greater community of Sioux Narrows-Nestor Falls. This facility is intended to enrich the lives of residents through providing an opportunity for increased physical activity, socialization, arts and cultural experiences and economic opportunities.

Fees

This facility will be available free of charge for all sporting and recreation events that are not-for-profit and open to the public.

Private, for profit events will be assessed fees based on the following fee schedule:

The rental for a SN-NF Resident is \$200.00 for a full day and \$125.00 for half day (less than 4 hours).

The rental for a Non-Resident is \$300.00 for a full day and \$175.00 for a half day.

The Township will charge a \$200.00 deposit only if the renter is getting a liquor license. The deposit will be refunded after the key has been returned and the Township has checked the building and there are no issues found.

Procedure

Reservations must be booked through the Community Engagement and Trails Coordinator at the Municipal Office. The month, day, and time required as well as the name of the person responsible for the event must be supplied.

League Sports or recurring events: The nature of the facility lends itself to league type play as well as standard weekly events. These types of requests will be considered by the municipality and scheduled appropriately. Requests for timeslots must be made each year by February 1 for events in May- October and by August 1 for events that fall in November- April. When requesting time slots, each group must submit the days, timeslots, and activity the centre will be used for as well as the start and end dates for the season. Each group must submit their preferred days and times as well as an alternate set of dates and times in order to allow for schedule flexibility. The seasonal league sports/ events schedule will be posted in the community by March 31 and September 30th each year.

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Rules for Use

Events where liquor will be present must adhere to the Municipal Alcohol Policy. A copy of this policy will be provided to potential renters upon their inquiry. It is the responsibility of the renter to ensure that all requirements outlined in the Municipal Alcohol Policy are in place. Failure to provide adequate evidence of compliance at least 1 business day ahead of the scheduled rental, will result in cancellation of the rental.

Where excessive or unusual levels of noise, music or entertainment are taking place in the facility, permission must be granted by the Municipality for the intended activity to take place and all excessive or unusual levels of noise must cease by 10 p.m

The facility must be returned to the condition it was found in at the end of your scheduled time, or with approval by 12:00 noon on the following day. If this condition is not met, your rental privileges may be suspended permanently. There are no exceptions.

All garbage must be picked up from the site grounds, trash containers must be emptied, all trash must be removed from the premises. Failure to do so will result in suspension from use.

No individual or group is permitted to permanently or seasonally alter the premises in any way, without the expressed permission and consent of the appropriate municipal authority.

Any item that is brought into the facility must be removed from the premises prior to the end of the rental period.