

REGION OF QUEENS MUNICIPALITY

Request for Facility Use Form

Details

1. Name/Contact: _____

2. Organization: _____

3. Address: _____

4. Phone: (w)_____ (h)_____

(fax) _____ (e-mail) _____

5. Type of event. Please provide full details, including number of people expected

6. Does your event include food service? If so, what type?

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7. Facility Requested: _____
8. Date(s) of Event: _____
9. Starting Time of Event: _____
10. Finishing Time of Event: _____

Please Read the Following Carefully:

By signing this form, I agree to accept the costs of both site cleanup, if required, and damage to the property.

I also acknowledge that I have read and understand Policy # 54 of the Region of Queens Municipality, and agree to follow its specifications.

Signature

Date

(Office use only)

Approved: _____ Date: _____

Conditions (if any): _____

**Policy Subject / Title – Outdoor Events at Region of Queens
Municipality Facilities**

GENERAL STATEMENT OF POLICY

54.01 Whereas the Region of Queens Municipality encourages the use of parks and facilities for a variety of activities and events, the intent of this policy shall be to allow such activities providing they are adequately supervised, do not compromise public safety, will not damage municipal property, and do not interfere with the operations, programs, or mandate of the Region of Queens Municipality.

DEFINITION

54.02 For the purpose of this policy, an outdoor event includes, but is not limited to, the following:

- outdoor weddings
- festivals
- family reunions
- community days
- concerts
- rallies
- fund-raising events
- historical encampments

and is an event of sufficient size to impact on the ordinary use of the facility.

SPECIFIC GUIDELINES

54.03 All requests for outdoor events shall be received in writing by the Region specifying the following:

- Type of event
- Day and site requested
- Time of day requested, including set up and tear down
- Number of people expected
- Any temporary alterations to the site, i.e. trellis'
- Any permits that have been received to date and/or required

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- 54.04 Such information shall be submitted on a form provided by the Region of Queens Municipality, and include a signed document indicating the willingness of the applicant to accept the costs of both site cleanup, if required, and damage to the property.
- 54.05 Requests for outdoor events will be received and a response normally forwarded within ten (10) working days by the Director of the appropriate Department, after consultation with the Chief Administrative Officer.
- 54.06 Applicants are responsible to obtain all necessary permits and licenses.
- 54.07 In the case of major events, it shall be the responsibility of the organizing committee to carry adequate liability insurance.
- 54.08 The Recreation and Community Facilities Department will, where possible, provide information about other community events to prevent possible conflict.
- 54.09 Activities will be booked on a “first come / first served” basis.
- 54.10 Responsibility for the safe supervision and cleanup after the events is that of the organizers.
- 54.11 Staff of the appropriate Region Department will inspect the site involved the next working day for follow-up and to determine any remedial action required by the organizers.
- 54.12 The Region will advise the local RCMP Detachment of the location, date and time of events so adequate traffic control provisions may be arranged.
- 54.13 Requests shall be refused if they are not seen to be in the best interest of the Region of Queens Municipality. The applicant has the right to appeal such refusal to Council.