

GENERAL STATEMENT OF POLICY

79.01 It shall be the policy of the Region of Queens Municipality to provide a mechanism whereby meeting room space will be provided to Queens County based not for profit community groups, excluding political parties and/or their affiliates, free of charge.

POLICY INFORMATION

79.02 Not for profit community groups will be required to complete an Application for Not For Profit Facility Usage prior to their first booking.

79.03 Each not for profit community group will be permitted the use of half of the Community Room free of charge for a maximum of 4 hours per month. All meetings shall be concluded by 8:45 p.m. from Monday to Friday and by 3:45 p.m. on Saturday and Sunday. If a not for profit organization exceeds their four hours per month free allocation, a 30% discount shall be applied to the normal rental rate.

79.04 If the full Community Room is required, regular rental rates will apply for the booking.

79.05 Additional use of the Community Room kitchen is available for a fee of \$20.00, and is subject to availability.

79.06 Not for profit community groups wishing to take advantage of free use shall be based in Queens County or have an affiliation group based in Queens County with over 50% Queens County membership.

79.07 Participants are bound to observe stated codes of conduct, provide adequate levels of supervision, and comply with any other Region of Queens policies, practices, and rules governing Queens Place Emera Centre.

POLICY PROCEDURE

79.08 Director of Recreation and Healthy Communities, or their designate, shall receive the booking at least two days prior to the date of the room usage. Each booking request shall be granted on a first-come, first-approved basis.

79.09 Director of Recreation and Healthy Communities, or their designate, has the right to cancel a booking if a paid rental is received five (5) days prior to the scheduled room usage. Every effort will be made to accommodate all users. Bookings may also be cancelled due to inclement weather.

79.10 Each group shall be responsible to sign out a key at the Customer Service Desk, set up and take down any chairs or tables that are required. In the event that a community group regularly fails to put away any chairs and tables following their booking, future usage under this policy may be declined.