

**GENERAL STATEMENT OF POLICY**

75.01       Whereas interest has been expressed that community use of the cement building at the Port Medway Lighthouse Park be a priority, it shall be the intent of this policy to provide staff with direction as to its fair implementation.

**SPECIFIC GUIDELINES**

75.02       Scheduling of the building will be coordinated on a yearly basis under the auspices of the Medway Area Community Association, on behalf of the broader community. These dates will be provided to the Director of Recreation and Community Facilities by April 1<sup>st</sup> yearly, after which non-community use will be considered provided it does not conflict with other events, and is consistent with policies governing such use.

75.03       All requests shall be received in writing by the Region specifying the following;

- Type of event
- Day requested
- Time of day requested, including set up and tear down
- Number of people expected
- Any permits that have been received to date and/or required

75.04       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.

75.05       Requests will be received and a response normally forwarded within ten (10) working days by the Director of Recreation and Community Facilities.

75.06       Applicants are responsible to obtain all necessary permits and licenses, and adhere to Policy 58 concerning the use of alcohol at Region facilities.

75.07       It shall be the responsibility of the applicant(s) to carry adequate liability insurance.

- 75.08        Responsibility for the safe supervision and clean-up after the event is that of the organizers.
  
- 75.09        Staff of the Recreation and Community Facilities Department will inspect the site involved the next working day for follow-up and to determine any remedial action required by the organizers.
  
- 75.10        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.
  
- 75.11        Nothing in this policy grants any proprietary rights to users of this facility.
  
- 75.12        Any requests for temporary storage of non-Region material must be received in advance from the Director of Recreation and Community Facilities, and be for a maximum of five days.

**Approved by Council:     May 19, 2009**