

Policy

POLICY TITLE: MUNICIPALLY OWNED COMMUNITY HALL UTILIZATION PROCESS

POLICY NO.: REC-72-12

RESOLUTION: 309-25

EFFECTIVE DATE: 2025-07-09

DEPARTMENT RESPONSIBLE: Community Services

NEXT REVIEW DATE: 2028-07-09

POLICY STATEMENT:

The Municipal District of Lesser Slave River No. 124 (MDLSR) values recreational, social, cultural, educational, and athletic opportunities and initiatives throughout the municipality.

MDLSR owns and operates community access points in the form of community halls located in the Hamlets of Widewater, Smith, and Flatbush.

These community halls are available for use by non-profit organizations for small-scale community events such as meetings, celebrations, and festivals. They may also be used for funerals and private rentals, including weddings, anniversaries, and similar gatherings.

All users of the community halls are expected to leave the facility in the same condition in which it was found.

DEFINITIONS:

Booking means the reservation of a community hall for a specific date and time through the MDLSR's established rental process.

Community Event means a gathering or occasion organized by local residents or groups intended to promote social, cultural, or recreational benefits for the community.

Community Hall means a municipally owned and maintained facility located in the Hamlets of Widewater, Smith, or Flatbush, available for community use as outlined in this policy.

Damage Deposit means a refundable amount collected by MDLSR to cover any damages, excessive cleaning needs, or non-compliance with the rental agreement.

Event Organizer means the individual responsible for planning and overseeing an event, including compliance with the rental agreement, adherence to safety regulations and ensuring the hall is cleaned and restored after use.

Facility Access means the use of any portion of a community hall by a user during an approved booking period.

Insurance means liability coverage required for certain hall rentals. Proof of insurance must name the Municipal District of Lesser Slave River No. 124 as an additional insured, unless otherwise waived by MDLSR.

MDLSR means the Municipal District of Lesser Slave River No. 124

Memorial Service means a ceremony, funeral, wake or celebration of life organized to honour a deceased person, which may be private or open to the public.

Non-Profit Organization means a group or association operating without the goal of profit, typically for charitable, community service, educational, cultural, or recreational purposes.

Orientation means a pre-event walkthrough or meeting conducted by MDLSR staff with the user to review hall procedures, responsibilities, and emergency protocols. This may be required for large events or first-time renters.

Post-Inspection means an assessment conducted by MDLSR staff after the event to evaluate cleanliness, damages, and adherence to the rental agreement.

Pre-Inspection means a walkthrough of the facility conducted with the user prior to the event to assess the hall's condition, review procedures, and transfer keys if applicable.

Private Rental means a booking of a community hall by an individual or group for a private event not open to the public (e.g., weddings, anniversaries, family reunions).

Rental Agreement means the formal agreement outlining terms, conditions, responsibilities, and applicable fees for the use of a community hall.

Rental Fee means the amount charged by MDLSR for use of a community hall, as determined by the current fee structure approved by Council.

User means any individual, group, or organization who books and uses a community hall.

PRINCIPLE:

This policy provides a framework for the consistent, fair, and responsible use of MDLSR community halls.

1. Public Access to Community Facilities

Community halls are valuable public resources that support social cohesion, volunteerism, and quality of life in rural and hamlet communities.

- a. MDLSR community halls are made available to a broad range of users including non-profit organizations, local community groups, and individuals.
- b. Facility access is intended to be inclusive and equitable, with availability determined on a first-come, **first-served** basis through a centralized booking process.



- c. The halls are designed to accommodate events of community interest (e.g., meetings, town halls, fundraisers), as well as private functions that align with appropriate use.

2. Respectful Use and Shared Responsibility

The sustainability of MDLSR's community halls depends on responsible use by all parties. Each user contributes to the longevity and continued availability of the space.

- a. Users are expected to treat the facility with respect, follow all terms outlined in the rental agreement, and report any incidents, damage, or hazards.
- b. At minimum, users must ensure the hall is cleaned, all furniture and equipment returned to its original place, and waste properly disposed of.
- c. A "leave it as you found it" standard applies to every rental. Inspections will be conducted before and after use.
- d. Any misuse or neglect of responsibilities may result in additional fees, temporary suspension of booking privileges, or denial of future access.

3. Clear and Transparent Booking Process

MDLSR is committed to maintaining a booking system that is easy to navigate, transparent, and consistent.

- a. Bookings are managed through MDLSR administration, with rental applications reviewed and confirmed based on availability and policy alignment.
- b. Rental fees, if applicable, will be set and reviewed by MDLSR to reflect fair market value while remaining accessible to local users and groups.
- c. The process includes clear communication of responsibilities, costs, insurance requirements (if any), and cancellation policies.
- d. Special consideration may be given to community groups, not-for-profit events, or memorial services, subject to Council direction.

4. Defined Roles and Expectations

Clarity of roles helps ensure efficient operations and consistent user experience.

- a. MDLSR Responsibilities include:
 - Maintaining the physical condition of halls (repairs, upgrades, cleaning between events as required)
 - Managing bookings, communicating policies, and monitoring compliance
 - Reviewing and updating the policy to ensure alignment with municipal goals and service levels
- b. User Responsibilities include:
 - Ensuring compliance with hall rules and conditions of use
 - Taking responsibility for event setup, takedown, and cleanup



- Obtaining any required permits, licenses, or insurance related to their specific event

5. Commitment to Continuous Improvement

This policy reflects MDLSR's ongoing efforts to support responsive and effective community services.

- a. Feedback from hall users is welcomed and will be used to improve services, identify gaps, and plan future facility enhancements.
- b. MDLSR will regularly assess how well the policy supports equitable access, operational efficiency, and user satisfaction.
- c. Staff may recommend policy updates or fee structure changes based on usage trends, facility condition, or community demand.


Chief Administrative Officer

08/14/2025
Date


Reeve

08/14/2025
Date

RELATED DOCUMENTS: REC-72-12.01 – Municipally Owned Community Hall Utilization Process.

SPECIAL NOTES/CROSS-REFERENCE: N/A

AMENDMENT DATE: N/A

