

USE OF COMMUNITY FACILITIES

The City of Port Colborne supports the responsible use of Municipal facilities by the community where it does not detract from the operations of the facility as it pertains to Community based programs.

In order to cover some of the costs associated with, or incurred with the Use of Community Facilities, an administrative fee and/or permit fee may be applied to user groups.

GENERAL CONDITIONS

1. The Manager of Community Services or Parks and Facilities Foreman shall remain in charge of a facility at all times and may provide direction to permit holders if required.
2. Municipal facilities are primarily for use of the public and no permit shall be granted which will interfere with the regular use of the facility or municipal policies and By-laws, during, before or after regular hours or with necessary repairs and maintenance.
3. Staff assigned to Community Use Coordination will receive applications for the use of facilities or grounds by community-based groups, organizations and individuals. The Manager of Community Services in coordination with the Parks and Facilities Foreman will decide approval of each application. A non-refundable administration (permit) fee for community use of facility is required upon application.
4. The general term of permits will be from May through October in the current year of issue.
5. All groups using facilities or grounds must be properly supervised. Proper supervision means at least one named responsible adult for every thirty children or one named responsible adult for every fifty adult participants, including spectators.
6. Permit holders, who use facilities or grounds, must leave them in suitable condition for the operation of municipal programs. The permit holder will make restitution for any damages caused.
7. The City of Port Colborne will not be responsible for personal injury or for the loss or damage to personal belongings of participants and spectators inside or on the property.
8. Smoking is not permitted in municipal facilities. The permit holder shall be responsible for enforcing this regulation.
9. No utterance, portrayal, display, or performance of an obscene or disloyal nature will be permitted.
10. Exits must be kept free from any obstruction.
11. No advertising will be permitted on municipal property. Any advertising for the activities, which identify the property as the location, shall carry the disclaimer "Program not supported or endorsed by the City of Port Colborne" unless permission is otherwise obtained.
12. No parking is permitted on lawns or asphalt play areas. Parking must be restricted to the facility parking lots.
13. No organization whose policies or activities contrary to the philosophy, mission and values of the City of Port Colborne shall be granted use of any property of the City.
14. Facilities shall not be altered in any way without written authorization from the City.
15. Parks and facility staff are on duty for the care and protection of municipal property and not as supervisors of an activity in progress.
16. Decorations should be limited to flame proof materials and must not be attached to electric lights or outlets and must conform to fire safety practices as recommended by the Fire Department. The City reserves the right to request inspections by Fire Department, Municipal and Provincial officials as deemed necessary. Any violations with respect to the above conditions may result in immediate cancellation of the Community Use Agreement.

INSURANCE

All permit holders shall carry liability insurance of at least \$2 million and name the City of Port Colborne as an additional insured. An insurance certificate, proving compliance with this requirement shall be provided before the permit application is approved. Where there is ongoing, continuous use, the insurance will contain a clause that it will not be cancelled or changed with the City first having received not less than 10 days written notice of such cancellation or change.

CANCELLATION OF PERMITS

In the event of any cancellation, the permit holder must contact the staff assigned to community use coordination a minimum of seven (7) working days in advance of any booking. The cancellation must be in writing including the signature of the applicant or by email addressed to the appropriate administrative staff. Failure to do so may necessitate full charge for the rental facility.

Designated municipal administrative staff may, at any time, cancel or withdraw the use of any facility, without cause or sufficient notice. In the event of such cancellation, there shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the permit applicant/holder.

SERVING OF ALCOHOL ON MUNICIPAL PROPERTY (Applies to all permit holders and Municipal staff)

When any group/individual proposes the consumption of alcoholic beverages during the rental period, it must be stated in the Request for Community Use of Facilities and the appropriate licensing must be obtained. In addition, conditions outlined in the Municipal Alcohol Management Policy must be met, including increased liability insurance coverage naming the City as additional insured.