
TITLE Lacombe Memorial Center Policy POLICY NO. 72/225 01 01 PO

The Town of Lacombe will be responsible for ensuring that the operation and maintenance of the Lacombe Memorial Centre is beneficial to the patrons and the community as a whole.

PURPOSE

These proposed policies and procedures will serve as a tool for communication with the lessee and serve to protect the patrons and the facility itself during functions.

Regulations and Responsibilities**RENTALS**

- 1.1 All rentals shall be in accordance with the Lacombe Memorial Centre rental agreement.
- 1.2 All rental payments, damage deposits and signed rental agreements must be received by Recreation Services at least four weeks in advance of the date booked. Failure to comply could result in the loss of the date booked. Exceptions must be cleared prior to the event with the Assistant Chief Administrative Officer.

The damage deposit cheque will be held until completion of final inspection and return of facility key. If facility key is not returned within two working days of the event the damage deposit cheque will be cashed

The microphone(s) & cord(s) are no longer stored at the L.M.C. The microphone(s) and cord(s) must be picked up at the Recreation Services Office (along with the facility key) prior to the event.

- 1.3 Special rental arrangements must be passed by a resolution of Council.
- 1.4 Bookings are made on a per function per day (ending at 3:00 am) basis.
- 1.5 Advance bookings for the L.M.C. are limited to a maximum of two years from the current date.
- 1.6 The written information contained on the signed rental agreement will be binding in the event of any misunderstandings.
- 1.7 A minimum of three weeks written notice must be given to Recreation Services in order to cancel or postpone a booking.

For Friday and Saturday bookings, a \$100.00 non-refundable deposit is required to secure the booking and must be paid within 72 hours of the booking. This deposit will be applied to the rental charges.

- 1.8 Kitchen materials, dishware, and tables and chairs will not be permitted outside the facility.

DAMAGE DEPOSITS

- 2.1 All users (excluding those listed in the Special Rates Category) will be required to provide a damage deposit when the rental agreement is signed.
- 2.2 The damage deposit shall cover the interior and exterior of the facility, or portion

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thereof that has been rented. If damage occurs to parts of the facility not rented by the user, and it can be proven that the damage was a result of the user's function, the damage deposit will apply to this damage as well. If the damage exceeds the damage deposit amount the Lessee is responsible to cover all additional expenses. Failure to do so will result in legal action taken by the Town of Lacombe and suspension of rental privileges, until such time as all funds owing the Town have been paid in full. It is the responsibility of the user to ensure that adequate security is provided during a function in order to minimize the possibility of damage throughout the duration of the function.

An additional \$125.00 (per microphone/cord) deposit is required for the use of the microphone and cord. The renter must return the microphone(s) and cord(s) to the Recreation Services Office before this deposit will be returned.

- 2.3 Any group or individual who abuses the facility, in the opinion of the Assistant Chief Administrative Officer shall be denied privileges for one year for a first offence and permanently for a second offence.
- 2.4 There shall be an additional hourly fee charged for cleaning the kitchen if the lessee does not leave the kitchen in an acceptable condition.

The definition of "acceptable condition" shall include the items listed in 4.2 and 4.5.
- 2.5 Additional cleaning, throughout the entire facility, if required, shall be classified as damage and will be subject to the hourly cleaning fee, which will be deducted from the damage deposit.
- 2.6 Additional cleaning charges shall be as determined by the Assistant Chief Administrative Officer.
- 2.7 Confetti including metallic confetti that is used for table decorations is not allowed in the facility. An additional clean up fee will be charged if this rule is not adhered to. This additional charge will be deducted from the damage deposit.

DECORATIONS

- 3.1 The use of nails and staples is prohibited in the facility for the purpose of hanging decorations on the walls. The use of thumbtacks will be permissible. Decorations will not be permitted on the stage drapes or on the auditorium divider drape. The use of tape only will be permitted to attach items to the portable wall between the banquet room and the auditorium.
- 3.2 When balloons are used as decorations, it is the lessee's responsibility to ensure that they do not get caught in the ceiling fans as there will be a damage charge levied should a fan have to be disassembled to remove tangled balloons. Should a balloon get loose and float toward the ceiling, the fans are to be shut off immediately.
- 3.3 The lessee is responsible for the complete removal of all decorations, tape, thumbtacks and balloons upon completion of the event.
- 3.4 Fire regulations prohibit the use of open candles (e.g. tapers). Glass bowl types are permissible.

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OTHER LESSEE RESPONSIBILITIES

- 4.1 The individual signing the rental agreement is responsible for ensuring that they, or one person from their group, is designated as being in charge of the set up/organization for their function.
- It is that person's responsibility to contact the Recreation Service office at least two weeks prior to the event to arrange for the set up, facility key, microphones, paper for tables and any special requirements, etc. as well as reviewing the "Rental Responsibilities" with the Recreation Office and janitor. All questions regarding the facility rental are to be asked at this time. Staff may not be able to be contacted on short notice before the event, it is therefore important that all issues and questions be asked as early as possible. The Lessee is responsible for the success or failure of the event not the Town of Lacombe.
- 4.2 Regulations and instructions as posted throughout the facility must be followed. These shall include leaving the kitchen in a sanitary state by cleaning the counter, dishes, coffee urns, sinks and stove, as well as wiping out the refrigerator and cleaning the grease trays in the oven. Dishware must be placed in their designated areas. All trash must be bagged and placed in garbage containers outside the building.
- 4.3 The lessee is responsible for leaving the facility as close to its pre-function state as possible.
- 4.4 The lessee is responsible for moving and setting up tables and chairs during the function, unless otherwise arranged with the Caretaker.
- 4.5 The lessee is responsible for washing all ashtrays and for clearing everything off the tables including the white paper and washing the tables at the conclusion of the event. Ashtrays are to be emptied into the large metal cans, which are then to be left on the kitchen counter. (For fire safety reasons, ashes are not to be emptied into the garbage cans.)
- 4.6 Any food or liquor left will be disposed of.
- 4.7. Each function must be cleared out of the facility by 3:00 a.m. unless other arrangements have been made with the Caretaker. Failure to do so will result in an additional overtime rate being charged. If the facility is booked for the following day, the L.M.C. must be vacated by 3:00 a.m. to ensure adequate time for cleaning and setting up for the next function.
- If the facility is booked for the day prior to the intended rental date, the L.M.C. is not available to the Lessee until 10:00 a.m. to ensure adequate time for cleaning and setting up for the function.
- 4.8 The lessee is responsible for turning off all inside lights at the end of the function and ensuring that the entire facility is secure before leaving the premises.
- 4.9 The lessee is responsible for special licenses and permits where required.
- 4.10 Liquor license regulations must be adhered to.
- 4.11 The lessee agrees to assume responsibility for the conduct of its members and/or

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patrons.

- 4.12 The lessee shall be responsible for damage to the building and/or contents caused by its members and/or patrons (see section 2.2).
- 4.13 Neither the Town nor the Caretaker will be responsible for the loss of personal effects or injury to the lessee or third parties.
- 4.14 Arrangements for security guards or personnel for crowd control are the responsibility of the lessee.
- 4.15 It is the responsibility of the lessee to ensure periodic inspection of the facility during the entire rental period. This shall include washrooms and non-rented areas of the facility when necessary. Damage must be reported to the Caretaker as soon as possible.
- 4.16 The Grand Piano shall not be moved from its present position, as even the slightest movement could result in it needing to be re-tuned. The Grand Piano is to be kept clear at all times. Nothing is to be placed on top of, or leaned up against the piano, or bench.

MISCELLANEOUS

- 5.1 The Town reserves the right to arrange cancellation of any seasonally reserved times to arrange for special events. Every effort will be made to replace such cancelled time.

CARETAKER RESPONSIBILITIES

- 6.1 When the Town is responsible for the set up before the function as per the Lessee's choice of the presented table and chair set up diagrams, the Recreation Services Office must be contacted by the Lessee at least two weeks in advance. If the Lessee does not contact the Recreation Services Office two weeks in advance of the function then the table and chair set up will be according to the regular pattern.
- 6.2 The Caretaker is responsible for periodic supervision should it be warranted for major functions such as weddings, banquets and dances. The janitor will check the building at least once during the function to ensure ample supplies and answer any additional questions

Mayor**DATE: Jan. 14/02**

Chief Administrative Officer**REF. NO 02-10**

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