



City of Summerside
Public Use of Community Facilities Policy
P-CS-ADM-95-01
Approved March 15, 1995

Policy

Policy

General Statement of Policy: The Public Use of Community Facilities

The City Council of the City of Summerside recognizes its responsibility of providing facilities for community based groups in order to ensure that their program needs are met. Council also recognizes that the use of community owned facilities must be managed in a fair and coordinated manner. Recognizing that the use of facilities is a privilege and not a right, City Council establishes the following guidelines.

1.0 Definitions

1.1 User Group:

A user group for the purpose of this policy is a body or person who:

- a. Provides direct services to residents of the City; e.g., Brownies, Girl Guides, Cubs, Scouts, Beavers, Women's Institutes, Senior Carpet Bowlers, Recreation Committee, Recreation Organizations and Senior Citizens Groups;
- b. Is an area based service club;
- c. Is a non-profit organization in which the services provided by the organization are as such valuable to the residents of the City; i.e., The United Way, Cancer Society, etc.

1.2 Non-User Group:

A non-user group for the purpose of this policy is a body or person who:

- a. Is any other group or person not included in the user group who requests rental of a facility.

2.0 Procedure

- 2.1 The rental of community facilities shall not interfere with the delivery of City programs or the disposition of Council business.
- 2.2 No user or non-user group shall have use of the facilities without prior approval of the Chief Administrative Officer, or such person he designates to grant such approval.
- 2.3 Any user or non-user group using the facilities shall be held liable for damages that occur during or resulting from their use of the building.

- 2.4 The user or non-user group using or renting facilities shall comply with custodial guidelines as established by the Chief Administrative Officer or his designate.
- 2.5 Any group not included in the definition of "User Group", wishing to use a facility on a regular basis, must submit a written request to City Council stating their purpose and outlining time and space requirements.
- 2.6 Non-user groups shall pay a fee as established by Council from time to time, and a damage deposit if requested. The damage deposit shall be refunded if the conditions as established in Section [5] are complied with.
- 2.7 Notwithstanding the foregoing, City Council, through its Chief Administrative Officer, may revoke approved permits if the user or non-user group has demonstrated non-compliance with the rules and regulations established which govern the use of community facilities.
- 2.8 Any decisions rendered by the Chief Administrative Officer may, upon written request, be referred to Council for appeal and final decision.