



# TOWN OF HINTON

## Use of Hinton Government Centre

### Policy No. 044

Created By: Infrastructure Services  
Approved By: Town Council

Approved On:

## POLICY STATEMENT

### 1. GOALS

The Town of Hinton is committed to making the public areas of the Town of Hinton Government Centre Building accessible to the citizens of the Town. However, access to the building must not interfere with the normal course of business of the occupants.

The intent of this Policy is to provide information concerning the use of this facility and the security of the facility when being used.

### 2. DEFINITIONS

### 3. METHODS AND PROCEDURES

Application to use the Hinton Government Centre must be made, in writing, to the Director of Corporate Services of the Town of Hinton. The Director of Corporate Service is the delegated authority to authorize use of the building.

### 4. RESPONSIBILITIES

Persons making application for the facility must be made aware that the Maximum Occupancy Load for the public areas of the building has been set at;

- General Foyer-----Maximum of 85 persons
- Council Chambers-----Maximum of 53 persons

General utilization of the building facilities will be restricted to the use of the Foyer. On occasion, discretionary use of the Council Chambers will be permitted.

### 5. GUIDING PRINCIPLES TO STAFF

#### 4. Permitted Usage

The use of the Hinton Government Centre is available to all-individual citizens, organized groups, charitable organizations and staff of the Town of Hinton excluding commercial activities. General utilization of the building facilities will be restricted to the use of the Foyer. On occasion, discretionary use of the Council Chambers will be permitted.

- a) Council Chambers. This space will be made available for elected and judicial purposes, i.e. Citizenship Court, County of Yellowhead, etc. or for larger, Town initiated meetings.
- b) Committee Room. This space may be used for meeting provided a Town Staff or Town Councillor is in attendance and responsible for security. In no case can permitted usage pre-empt existing and scheduled meetings of Town Council, Town Committees and Town Operations.
- c) Councillors' Office This space may be used for meetings involving Town staff or for Town Councillor hosted meetings. Use will be limited because of confidential material that may be located in the mailboxes in the room. This area will be considered as overflow to the Committee Room or will be used for meetings involving staff when other meeting space is not available. Persons using this room should be made aware that they risk being interrupted by Councillors picking up their mail.
- d) Small Meeting Room. This room may be used by Town staff during normal working hours for meeting with the public where privacy is a concern i.e. cemetery plots, or for other small meetings such as interviews, meeting with developers, one-to-ones, etc.
- e) Lobby and Deck Area. This area may be used for functions sponsored by Council or a Department of the Town, or where it has been agreed to open this area to the public in support of a holiday or festivity, i.e. Canada Day. This area may also be used for a private occasion such as a wedding photo opportunity. When the area is open for a private occasion, a member of the staff of the Town of Hinton must be in attendance and will be held responsible for the security and cleanliness of the area.
- f) Library and Office Areas. These areas are available for use by employees of the Town during the normal course of business. They are not available for booking outside of business hours nor are they available to non-Town meetings at any time.

## 5.Security

Person or persons wishing to use any of the facilities of the Hinton Government Centre after regular working hours must have a member of the staff of the Town of Hinton designated and in attendance during the function. The role of this designate is to arrange for opening the building, security of the building during the event, and securing the building after the event. This person will also be held responsible for any keys required in conjunction with the event.

## 6. No Smoking

The Hinton Government Centre is a designated non-smoking building.

## 7. Application for Use.

Application for use of the Town of Hinton Government Centre must include the following information:

- a) Name and Size of the Group/ User
- b) Name and Telephone Number of Contact Person
- c) Room(s) Requested
- d) Date Requested
- e) Time Requested
- f) Intended Use
- g) Name of Staff Member Responsible for Security and Keys
- h) Intentions re provision of food/coffee/etc.

## 8. Coffee/Lunches/Snacks

Persons using the facilities of the Town of Hinton Government Centre are responsible for the provision of food and coffee service and the cleanliness of the room(s) used. In no case will Town of Hinton staff be utilized to clean up after any function. If an area is left in a condition where Town staff must be called in to clean up after a group, the group will be billed for that service.

## 9 Room Rental Fees

The following fee structure has been set for non-Town use of the various rooms:

- a. Council Chambers no charge for elected ,judicial or Town use
- b. Committee Room or Councillors' Office
  - (i) Non-Profit Groups \$16.80 per hour or part thereof  
\$120.00 per day
  - (ii) Service / Church Groups \$16.80 per hour or part thereof  
\$120.00 per day
  - (iii) Others \$ 20.00 per hour or part thereof  
\$150.00 per day

All prices are exclusive of GST

- c. Foyer no charge for non-profit, cultural, wedding photo sessions, or Town groups. All others- \$20.00 per hour or part thereof.

## 10. Televising of Meetings

The Council Chambers are equipped to televise or record the proceedings of meetings. Requests for the taping or televising of proceedings held in the Council Chambers are made to the Director of Legislative Services and Economic Development.

**APPLICATION FORM FOR USE OF THE HINTON GOVERNMENT CENTRE**

ORGANIZATION:(name) \_\_\_\_\_  
(address) \_\_\_\_\_

REPRESENTATIVE / PHONE \_\_\_\_\_

PURPOSE \_\_\_\_\_

DATES: Day Month Year

TIME From to . \_\_\_\_\_

I MAKE THIS APPLICATION AND I HEREBY AGREE TO ABIDE BY THE FOLLOWING REGULATIONS AS WELL AS ALL OTHER INSTRUCTIONS APPLYING TO THE FACILITY , AND I WILL ASSUME ALL RESPONSIBILITY FOR DAMAGES TO THE FACILITY AND/OR EQUIPMENT AND FURNISHINGS;

- 1, The Renter assumes full responsibility for the security and cleanliness of the facility, it's furnishings and equipment.
2. The Renter will ensure there is a member of the Town of Hinton staff present where the policy requires one be in attendance. The name of the member of the staff who will be in attendance is \_\_\_\_\_.
3. User groups using this facility are not covered under the General Liability Insurance carried by the Town of Hinton. All user groups may be required to provide a copy of their insurance policy if requested to do so.
4. The Renter accepts full responsibility for providing adequate insurance coverage for their participants and for the safe conduct of this event.
5. Where there is a rearrangement of chairs and tables required, the Renter is responsible for the setting up and replacing the tables and chairs to their normal configuration.
6. The Renter is responsible to ensure the facility is left in the same state of cleanliness as it was when occupied.
7. In the event a user group does not give notice of cancellation within seventy two (72) hours of the proposed event, the full fee shall be payable.

\_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE OF MEMBER OF TOWN OF HINTON STAFF(if required)

APPROVAL SIGNATURE \_\_\_\_\_

Cc Lisa  
Ewa  
Carol  
Carlene  
May 3,2001