



CITY OF CORNER BROOK

Index : Properties and Facilities		Section: City Properties	
Title: Rental of Fields and Facilities		Policy No: 08-01-03	Authority: Council
Approval Date: Nov 5, 1997	Effective Date: Nov 5, 1997	Revision Date:	

PURPOSE

The following policy will be applicable to the rental of city-owned fields and facilities. The objective of this policy is to ensure that payment is received in a timely manner and that collection efforts can be minimized. As limited rental time is available, the deposit system and cancellation fee will deter tentative bookings of large blocks of time, and maximize the time available for all users. The refund policy will ensure all users are treated fairly and consistently. The policy should be posted in the appropriate office where bookings are arranged.

POLICY STATEMENT

Booking facilities: All groups will be expected to make arrangements at the beginning of each season for the scheduled use of facilities. Deposits will be required to hold bookings for time which could otherwise be sold to other users, particularly blocks of time greater than one hour, and are due when the booking is made. Deposit will be equal to 50% of the rental fee, and is non-refundable within thirty days of the event. Refunds of deposits prior to the thirty days will be subject to a cancellation fee equal to 25% of the rental charge.

Payment of fees: Fees are due in advance prior to the scheduled use of the facilities. In certain circumstances where collectibility is not an issue, credit arrangements may be approved by the Civic Center Manager, the Director of Corporate Services or the Director of Operational Services. Except in these limited circumstances where prior approval has been arranged, payment in full should be received 48 hours prior to the use of the facilities. If full payment is not received 48 hours prior to the scheduled rental time, the scheduled time may be rented out to other users.

Refund of fees: Where fees have been paid in full prior to the scheduled event, refunds will be subject to a 25% cancellation fee if the event is canceled more than thirty days prior to the scheduled event. The cancellation fee will be 50% of the scheduled rental fee if the cancellation is within thirty days of the event. No refunds will be made within 48 hours of the scheduled event.

Summary for Fields and Facilities

Deposits - 50% of rental fee - Refundable up to 30 days prior to event, subject to cancellation fee

Full Payment - Required 48 hrs in advance - No refunds within 48 hours of event

Cancellation Fee - 25% of rental fee - More than 30 days prior to event

50% of rental fee- Less than 30 days prior to event

REFERENCE

Minute P-427 (Oct. 12/94)

Approved: Minute 97-146 (Nov. 5/97)

Minute CPS 97-54 (Oct. 30/97)

Memo (Aug. 28/97) from Director of Corporate Services