



# CITY OF CORNER BROOK

## Policy Statement

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<b>Title</b>	Temporary Use of City Hall Space	<b>Policy Number</b>	13-03-02	<b>Authority</b>	Council
<b>Approval Date</b>	16 July 2012	<b>Effective Date</b>	16 July 2012	<b>Revision Date</b>	

### ***Purpose:***

The purpose of this policy is to provide consistent management of the booking and use of space in the Pollett Room at City Hall. To ensure the Pollett Room is used responsibly and effectively and to outline appropriate procedures and conditions and/or limitations regarding the use and booking of the Pollett Room to external user groups.

### ***Policy Statement:***

In an effort to provide a necessary space for outside user groups at City Hall, The City of Corner Brook may allow the booking and use of the Pollett Room located on the first floor of City Hall. The use of City Hall space is a privilege granted to non-profit, charitable & community organizations which can be suspended or revoked for groups who fail to respect the conditions as set out by the City.

### **Conditions**

External Groups may book the Pollett Room through the Customer Service Representatives on the following conditions that

- they are a not for profit, charitable or community organization
- the group requesting use of the room must provide complete and accurate information
- Rules and Regulations Agreement must be signed and submitted with a \$50 deposit one week prior to usage

External Groups interested in booking the Pollett Room for after hours use (weekends, or after 5:00 PM on weekdays) are responsible for the cost of security. The City will hire security for the duration of their meeting and invoice the user group. In the event that the group's damage deposit is not withheld for damages the City will apply that amount to security fees and invoice any remaining balance.

External Group parking permitted on the City Parking lot **after** City operating hours of 8:00am and 5:00 pm Monday to Friday. During the City's operations outside groups are required to use alternate parking.

The City bears no responsibility for loss or damage to property brought into City Hall space by an external user. City insurance policies provide no coverage for such loss or damage which shall be the sole responsibility of the

External user. The City shall not provide any audio visual equipment for the user or provide any assistance in the set up of their own equipment.

External users are responsible for any damage to property or injury to persons caused by the use of City Hall space by the External user or by its invitee(s).

External users shall indemnify the City against any and all claims and demands, whether for injuries to persons, loss of life or damage to property occurring in City Hall space and occasioned by the use of City Hall space by the External user or by its invitee (s)

***Reference:***

CPS12-58, 4 July 2012


Regular Meeting of Council, 16 July 2012, Minute 12-195

***Detailed Action Required:***

All bookings for the Pollett Room at City Hall owned by the City of Corner Brook shall be managed in accordance with this policy No: 13-03-02

IN WITNESS WHEREOF, the policy has been sealed with the common seal of the City of Corner Brook.

  
Mayor

  
City Clerk