NEEBING CHOOSE YOUR ADVENTURE	**MUNICIPALITY OF NEEBING**
	Title: Facility Rental Usage Policy
	Policy Category: Facilities
	Effective Date: November 4, 2026

1. Policy Statement

The Municipality of Neebing deems it necessary to adopt a policy that provides terms and conditions for rental of Century Park and its facilities.

2. Purpose

The purpose of this policy is to establish the terms and conditions for rental of Century Park and its facilities.

3. Scope

This policy applies to all renters of Century Park and its facilities.

4. Procedures

The following procedures must be adhered to:

a) Rental Types

i. Century Park facilities may be rented as follows:
   a. Blake Hall Only
   b. Outdoor Pavilion Only
   c. Blake Hall and Pavilion Combined
   d. Exclusive Use of Grounds *(subject to approval by the Municipality and only available as an add-on to a Blake Hall and Outdoor Pavilion Combined rental)*

Applicable fees, deposits and conditions shall be as established by the Century Park Rental Fee By-law.

b) Three-Day Rentals

A Three-Day Rental includes the day immediately preceding the event for set-up, the event day, and the day immediately following the event for take-down.

c) Exclusive Use of Grounds

i. Exclusive Use of Grounds may only be reserved in conjunction with a Blake Hall and Outdoor Pavilion Combined rental and is subject to approval by the Municipality.

ii. Renters who have reserved Exclusive Use of Grounds shall have priority use of the designated Century Park grounds during the approved rental period.

iii. The Municipality reserves the right to maintain access to municipal infrastructure, buildings, emergency routes and other areas not specifically included in the rental.

d) Booking, Fees and Payments

i. Century Park and its facilities shall only be rented to persons 18 years of age and older. Renters must sign the rental agreement provided by the municipal office.

ii. Renters are required to indicate the date, times and type of event.

iii. Requested rental dates are considered tentative until the rental agreement has been signed and all applicable rental fees, damage deposits, insurance fees and other charges established by the Century Park Rental Fee By-law have been paid.

iv. Renters are required to indicate whether food and/or alcohol will be served.

v. Renters are required to indicate whether the event is a private or public event.

vi. The Municipality may, at its discretion, permit alternative payment arrangements for damage deposits.

vii. Damage deposits are refundable following inspection of the facility and grounds, subject to compliance with this policy and the rental agreement.

viii. The Municipality may deduct from the damage deposit any costs incurred as a result of the rental, including but not limited to repair, cleaning, replacement, disposal, security, or other related expenses.

ix. The renter shall be responsible for all damage, loss, cleanup, repair, replacement, or other costs arising from the rental. Where such costs exceed the amount of the damage deposit, the Municipality may recover the additional costs from the renter.

x. The renter may pick up keys no sooner than two (2) working days before the day of the function and must return the keys to the Municipal Office immediately following the event. The keys can be deposited in the after-hours mailbox if the office is closed.

xi. If the renter cancels a booking with less than 7 days notice, a cancellation fee of $25 will be charged.

xii. If the facility is closed due to severe weather or emergency maintenance by the municipality, the renter will have the option to rebook on another date or receive a full refund.

e) Food and Alcohol

i. If a renter has indicated that alcohol will be served, **a Special Occasion Permit** issued by the Alcohol and Gaming Commission of Ontario (AGCO) will be required. This permit must be presented to the Municipality before the rental agreement is finalized.

ii. Renters are responsible for meeting all Registrar's Standards that apply to the permit including where alcohol can be consumed (indoors and/or outdoors). Failure to comply with all applicable laws and regulations could result in the event being shut down by police or AGCO inspectors.

iii. If a renter has indicated that they will be serving food for a fee, if the general public can attend the event, or if the kitchen is being used for a catered event, a **Special Event Application** from the Thunder Bay District Health Unit must be completed.

iv. A Special Event Application is not required, if people are personally invited (e.g. the event is not publicly advertised, birthdays, weddings) and food is provided for free/included.

f) Indoor and Outdoor Space

i. Renters are responsible to control all participants and are responsible for their actions. Children must be supervised.

ii. Games of chance, raffles, lottery, or gambling shall only be permitted with proof of licensing, as may be required by the Municipality, Province or any other governing body, including without limitation, the Alcohol and Gaming Commission of Ontario.

iii. All decorations and other belongings of renters are to be removed and taken away when the event ends.

iv. Renters are responsible for the collection and removal of all trash generated by their event including recycling.

v. Any damage or non-working lights, appliances, etc. is to be reported to the municipal office.

vi. The cost of any repairs, replacement, cleanup or restoration required as a result of damage to the Hall, Pavilion, grounds or other municipal property will be billed to the renter.

vii. The Municipality accepts no responsibility for items left at the community hall or outdoor pavilion by the renters or participants.

viii. Smoking, vaping and the use of other tobacco or nicotine products are prohibited on the property in accordance with applicable municipal by-laws.

g) Use of Community Hall

i. Renters will refer to the Renter Information Binder located on the wall in the kitchen for instructions on how to use various features of the community hall.

ii. Renters are responsible for setting up the community hall.

iii. No scotch tape, pins, staples, nails or tacks are permitted to mount things (decorations) on the walls. Renters must only use painter's tape or 3M hooks.

iv. No glitter, sequins, rice, confetti or similar material is permitted to be used inside or outside of the community hall.

v. Bouncy castles and other inflatable amusement devices may be permitted with prior approval of the Municipality. The renter must provide proof of liability insurance acceptable to the Municipality, and all installation, operation, supervision and removal shall be the responsibility of the renter.

vi. No exposed candles are permitted inside the community hall. Kitchen sterno or similar products can be used but are not provided by the municipality.

vii. No community hall tables and chairs are permitted outside.

viii. To prevent damage to the floor surface, furniture must not be dragged across the floor

ix. During the event, exit doors shall remain unlocked and unblocked at all times.

x. All used items must be washed and returned to their respective drawer/cupboard/storage room location including tables, chairs, dishes, mugs, coffee maker, pots, pans, carafes etc.

xi. All appliances must be cleaned of any spills and splatters. All food must be removed from the fridge.

xii. All used dish cloths, tea towels, and kitchen towels should be placed in the large wicker basket near the kitchen pantry.

xiii. All community hall floors must be swept up including the main hall and kitchen areas.

xiv. After the event, all lights except the front entry light are to be turned off.

xv. After the event, all windows and doors are to be closed and exterior doors are all locked including wheelchair access and rear emergency exit.

h) Use of the Outdoor Pavilion

i. For summer rentals, renters must sweep the concrete surface.

ii. Renters must provide their own furniture (tables and chairs) for use outside.

iii. For winter rentals, renters must ensure any skate assist equipment is placed in the skate shack.

iv. Winter Outdoor Pavilion rentals are available between 7:00 a.m. and 12:00 p.m. unless otherwise authorized by the Municipality.

i) Animals

i. Dogs are permitted on Century Park grounds provided they remain leashed and under the control of their owner, in accordance with applicable municipal by-laws.

ii. No pets or animals are permitted within the Hall or other indoor rental facilities. Service animals are permitted in accordance with applicable legislation. *(Section 80.45(4) of O.Reg 191/11)*

iii. Dogs are only permitted in outdoor eating areas when the food has not been prepared in the eating area and where otherwise permitted by applicable public health requirements.