

Policy Number: Recreation Centre Policy – RC - 01-2003

Coverage: Village of Belledune

Council Approval: 03 / 01 / 13  
Y M D

Effective Date: 03 / 01 / 13  
Y M D

### RECREATION CENTER POLICY:


#### **Policy:**

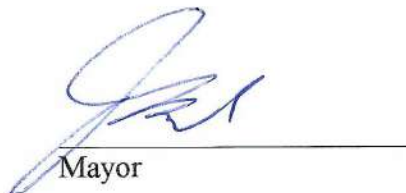
It is the policy of the Municipality of Belledune to establish a fair and equal way to enjoy this facility. The procedure that follows is designated to organize, administer, and offer a complete service to the public at a fair price. This procedure will ensure a contract between each party is respected and illustrates the accountability council is expected to exercise.

#### **1.0 Procedure:**

- 1.1 A recreation center expenditure form must be submitted to the office administration.
- 1.2 The form will be evaluated for approval by the administration.
- 1.3 When approved for rental the administration and renter will confirm the Inventory List on an approved schedule and time frame.
- 1.4 There will be a damage deposit of \$200 required. This is above the normal rental fee. Damage in excess of deposit will be your responsibility.
- 1.5 Missing items will be deducted from damage deposit.
- 1.6 The damage deposit will be cash or approved check.
- 1.7 The damage deposit may be returned as soon as the inventory list has been signed for approval.
- 1.8 Decoration or set-up may be requested however approval will only be considered provided there are no prior rentals scheduled for that day.
- 1.9 Under verification of the municipal caretaker with reference to disorderly conduct or damage to the property, the proper authorities will be notified.

Adopted the 13<sup>th</sup> day of January 2003

  
Clerk/Treasurer

  
Mayor

**RECREATION CENTER FORM**

NAME: \_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_

\*\* SET-UP : \_\_\_\_\_

\*\* Note: This applies to functions requiring a full day.

Cooking Fee \$25/day: \_\_\_\_\_

Inventory List Confirmed: \_\_\_\_\_ Yes \_\_\_\_\_ No

Damage Deposit Mandatory: \$200 Received: \_\_\_\_\_  
( Cash or certified check ) Signature

All of above confirmed: \_\_\_\_\_  
Date Signature

SIGNATURE OF REQUESTEE: \_\_\_\_\_

Deposit to be returned no later than 7 days after inventory list is approved.

Initials of renter as understood: \_\_\_\_\_

DATED APPLIED: \_\_\_\_\_

Note: Personal property left on the premises, which includes decorations, is NOT the responsibility of the municipality.

Confirmation from the caretaker will nullify the activity and the proper authorities will be notified.

**RECREATION CENTER INVENTORY LIST**

PRIOR CHECK	ITEMS	Approved
_____	Fridge	_____
_____	Stove	_____
_____	Pots	_____
_____	Pans	_____
_____	Can-opener	_____
_____	Glasses	_____
_____	Micro-wave	_____
_____	Fry Pan	_____
_____	Plates	_____
_____	Bowls	_____
_____	Cups	_____
_____	Saucers	_____
_____	Knives	_____
_____	Forks	_____
_____	Spoons	_____
_____	Coffee Pots/Maker	_____
_____	Tea/Coffee Urns	_____
_____	Kettle	_____
_____	Trays	_____
_____	Misc.	_____

USER SIGNATURE: \_\_\_\_\_

Confirmed Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

Rejected: \_\_\_\_\_

Rental Closed: \_\_\_\_\_  
Date Signature