

**MEETING ROOM RENTAL**  
***A policy to govern the Municipal Office meeting room rental operations***  
***Policy No. 31-15***

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**1.0 PURPOSE AND SCOPE**

The jointly owned Municipal Office, herein referred to as the Municipal Office, will provide space for meeting of residents, community groups and commercial organizations.

The Councils of the Town of Lafleche and the RM of Wood River #74, in the Province of Saskatchewan, enacts as follows:

**2.0 POLICY STATEMENT AND GENERAL GUIDELINES**

The Municipal Office maintains and welcomes public use of the meeting room located on the facility to in order to enrich community connections.

The meeting room is provided for Municipal programs and meetings. After these needs are met, the meeting room is available to groups and organizations in accordance with this policy as established by the Town of Lafleche and the RM of Wood River #74.

Municipal Office meeting room may be used for the following purpose:

- Affordable meeting space for use by not-for-profit and commercial organizations.

**3.0 TERMS AND CONDITIONS OF USE**

The Municipal Office establishes the Meeting Room provisions including fees, hours of availability, etc.

The Municipal Office reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion.

Renters who use the Municipal Office facility are responsible for any damages incurred. They will be required to indemnify the Municipal Office against any and all claims which arise out of or by granting the use of the facility.

**3.1 HOURS OF AVAILABILITY**

The meeting room is available for use during regular Municipal Office hours and may be available outside regular hours subject to Municipal Administration approval.

**3.2 EQUIPMENT**

Arrangement/Set-up of tables, chairs and equipment is the responsibility of the group/organization renting the facility. Renters should allow sufficient time for the set-up and clean-up of the room as part of the booking.

It is the responsibility of those using the Municipal Office facility to leave it in the same condition as found.

The Municipal Office accepts no responsibility for lost or stolen articles.

**3.3 FOOD AND BEVERAGES**

Alcoholic beverages may not be dispensed or consumed on Municipal Office premises. Food preparation, reheating is allowed in the Municipal Office. The Municipal Office will provide coffee/tea at a fee of \$2.00 per coffee/tea.


**3.4 RENTAL RATES**

The Municipal Office rental rates are as follows:

\$20.00 per hour of meeting room time used; Rental fee may be waived.

This policy was adopted on the 11th day of February, 2015.

  
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MAYOR

  
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ADMINISTRATOR

  
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REEVE

  
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ADMINISTRATOR

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Resolution No.

Bylaw No. Reference: *None*

Legislative Reference: *None*

Areas of Responsibility: *General Government – Administrator*