

Mackenzie County

Title	Facility Rental Policy	Policy No:	ADM051
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Legislation Reference	Municipal Government Act
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<p>Purpose</p> <p>To establish a guideline for the County's facilities rental.</p>

Policy Statement:

The County owns various facilities in the Hamlets. In order to provide space options when no other private alternative exist, whenever possible the County may rent or lease a facility to government organizations, non-profit groups, individuals, or entrepreneurs on a day-use or long term basis.

Guidelines/Procedures:

1. The following facilities may be made available for rent:

Facility	Day Use	Long Term Rent
Fort Vermilion Corporate Office Boardroom/Meeting Rooms	<input checked="" type="checkbox"/>	N/A
La Crete Municipal Office Boardroom/Meeting Room	<input checked="" type="checkbox"/>	N/A
La Crete Municipal Office – RCMP Office	N/A	<input checked="" type="checkbox"/>
Zama Cornerstone Building - Boardroom 102	<input checked="" type="checkbox"/>	N/A
Zama Cornerstone Building - Rooms 112, 113, 115, 116, 117, 119, 120 <i>Note: day use will be based on availability and on first come first serve basis.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zama Trailers	N/A	<input checked="" type="checkbox"/>

2. Rental Priority

- a. Rental priority shall be given to a government agency and/or a non-profit group.

3. Day Use – Office Space

- a. A fee shall be charged as established by Council in the Fee Schedule Bylaw under Boardroom Rental. The Fee does not include the use of any office equipment, office resources, or supplies.
- b. The users shall be responsible for obtaining and producing to the County any permits or insurance as may be required based on the nature of a function.

4. Long Term Rentals - Residential

- a. Trailer rent shall be established at the market value for similar facilities. The fee shall be charged on a monthly basis. All utilities shall be put in the renter's name.
- b. A renter shall be required to enter into a formal rental agreement with the County.
- c. Rental of trailers shall be extended to individuals and families only. Exemptions will be provided for organizations providing municipal services i.e. government services.
- d. Subletting will not be permitted.
- e. A damage deposit equivalent to one month rental fee and the first month's rent shall be required upon entering into the rental agreement.
- f. The County will carry insurance for the buildings and the renters shall be required to carry and provide proof of insurance for their contents or liability (if applicable).
- g. The County shall be responsible for all regular repair and maintenance costs of the facilities. Any other damage created by the renter shall be the responsibility of the renter.
- h. Trailer renters shall be responsible for the grounds maintenance.
- i. The renters shall be responsible for all furnishings.
- j. The renters shall be responsible for notifying the County of any malfunction (leaky toilets, leaky taps, etc.)

- k. Failure to pay any fees and charges within 30 (thirty) days of date of invoice shall be considered breach of the lease agreement and a renter shall be requested to vacate the County's premises immediately.

5. Long Term Rentals – Non-Residential

- a. Office Space rental fees shall be charged at the market value for similar facilities. The fee shall be charged on a monthly basis. The fee shall be inclusive of utilities and janitorial services.
- b. Individual agreements shall be implemented on an as needed basis.

6. Administrative Responsibilities

- a. The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	Date	Resolution Number
Approved	12-Jun-12	12-06-407
Amended	25-Feb-15	15-02-141
Amended		