



Policy 2.1

January 28, 2002
Amended August 28, 2006

Council Chamber and Meeting Room Use Policy

1. The following groups, in priority order, may use the Council Chamber and Municipal Hall meeting room:
 - a) District of Sooke and Tenants of the premises; and
 - b) Affiliated agencies with Council or staff liaison.
2. Requests for the facilities by tenants and affiliated agencies must be made on the attached Room Booking Application form.
3. Fees are set out in the Fees, Rents and Charges Bylaw.
4. Availability of the requested room is determined at the discretion of the Deputy Clerk.
5. (removed August 28, 2006)
6. (removed August 28, 2006)
7. Requests to waive fees and/or requests for use of the facilities outside of this policy must be submitted in writing to the District of Sooke and must receive Council approval.



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Room Booking Application

Agency Name: _____

Address: _____

Phone: _____ Fax: _____

Contact Name: _____ Phone: _____

Room:

- ☐ Council Chamber (140 maximum capacity)
☐ Office meeting room (15 maximum capacity)

Purpose of Meeting: _____

Number to Attend: _____ Parking Spaces Required: _____

Meeting Date(s):

1. _____	Time: _____ to _____
2. _____	Time: _____ to _____
3. _____	Time: _____ to _____
4. _____	Time: _____ to _____
5. _____	Time: _____ to _____
6. _____	Time: _____ to _____

Audiovisual Equipment Requested:

- | | | | |
|-------------------------------------|--------------------------------------|--|---------------------------------|
| ☐ television | ☐ VCR | ☐ overhead projector | ☐ screen |
| ☐ flipchart | ☐ microphones | ☐ audio tape recorder | |

FEES (per meeting):

- | | | |
|--|--|---|
| ☐ no fee (tenant) | ☐ \$25.00 rental fee | ☐ \$10.00 kitchen fee |
| ☐ SOCAN fee | ☐ \$25.00 audiovisual equipment | ☐ cost of janitorial service |

GUIDELINES FOR ROOM USE

AVAILABILITY AND ACCESS

1. The Council Chamber and Municipal Hall meeting room are available to tenants of the premises and to affiliated agencies with Council or staff liaison (in that order of priority) at the discretion of District of Sooke staff.
2. The user must ensure that the facility is secure after use.
3. The kitchen fee is for use of the kitchen for food service preparation only.

FEES

1. Tenants of the building are not subject to fees, other than the kitchen fee to the Sooke Fire Department Rescue Society and any cost of janitorial service which must be provided by the janitorial contractor.
2. Affiliated agencies are subject to all fees.
3. If an application receives approval, the applicant must pay the applicable fees to confirm booking of the facility.

CANCELLATIONS

1. The District of Sooke reserves the right to cancel any booked meeting if there is an urgent need for the room.
2. The user must notify the District of Sooke of any cancellation as soon as possible.

ROOM SET UP

1. The user may use available tables and chairs in the booked room and must leave the room in the same condition and set up as it was found.
2. The user will be charged for any janitorial service required to return the room to its original set up.

PARKING

1. Parking is not permitted in the upper lot on the north side of the building.
2. Parking is limited to 5 vehicles in the lower lot during regular office hours.

ALCOHOL

1. If alcohol is served, the user must provide a Certificate of Insurance for alcohol liability with the District of Sooke named as an additional insured, the user must possess a serving it right certificate, and hold a Special Occasion Liquor Licence.

WAIVER AND INDEMNITY

I assume all risks incidental to the use of the facility and agree to release, save harmless and indemnify the District of Sooke and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with the use of the facility. I understand this waiver and indemnity is binding on me, my heirs, executors and assigns. I understand that the District of Sooke is not responsible for any loss or damage to items or property remaining on the premises.

User Signature

Date

Approved: ☐ yes ☐ no

District of Sooke

Date