

	<b>CORPORATE POLICY</b>	<b>Policy No: 8,025</b> <b>REVISED</b>
		<b>Approved By:</b> Council
		<b>Effective Date:</b> 23 April 2007
		<b>Resolution No.:</b> 132-07
		<b>Department:</b> Community & Protective Services

## COMMUNITY USE OF MUNICIPAL SPACE AND PROGRAMS POLICY

### POLICY STATEMENT

The City of Spruce Grove operates in a democratic environment, which embodies the principle of freedom of choice and fair treatment to all. When it comes to the provision of community services, the City strives to provide choice and fair treatment to individuals, groups and organizations through a Policy that ensures quality and the level of service delivery desired by the community. Such quality is defined through:

a) choice:

Wherein services of choice (like recreation and cultural programs and spaces) are funded through user fees / rentals that are set by Council to recover a portion of operating costs.

b) social need:

Wherein programs and services deemed necessary to enhance the social well being of individuals and families (as in the case of FCSS) are funded through public taxation (local and provincial) and “the ability of the market to pay” approach to operational recovery.

c) quality public services

Wherein public parks, trails and open space are provided to rate payers for spontaneous non-program use without collecting user fees.

1. The City will fund the acquisition, planning and development of all existing and new programs as well as leisure facility infrastructure through general tax revenues. The City will fully recover the cost of the annual operations of such services or facilities through a combination of user fees, general taxation and, where possible, other sources of revenue.
2. The City will set rental rates and user fees for facilities and programs on the basis of:

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- a) recovery targets that are reviewed and approved by council every three years in the case of community services programs, minor program rental spaces and outdoor field spaces;
  - b) recovery targets that are reviewed every three years in the case of rental space charges for major facilities like the Agrena and Horizon Stage;
  - c) the type of market user or user group referencing their age, residency, not-for-profit or for profit group status;
  - d) the type of facility and standard of service or supply as adopted by the City and including storage buildings or spaces; and,
  - e) the season or time of use with reference to prime time and non prime time supply.
3. Spruce Grove, as a City with community spirit, will endeavor to recognize and encourage the contribution of local volunteer organizations in the provision of public programming and, in doing so, will partially offset the cost of local volunteer and not-for-profit organization operated programs.
  4. Spruce Grove, as a caring community, believes that tax supported funds should be used to partially offset the cost of culture, recreation and social programs that prevent or address social problems. Such programs will be provided to individuals and families at rates that are consistent with their ability to pay.
  5. The City will strive for sustained service excellence in providing public programs and facilities by setting fees and charges at levels that permit service sustainability and service excellence.
  6. The City will budget for future growth and development by ensuring that levels of program service and facility recovery are planned to provide for capital replacement and facility life cycle costing.
  7. The City will set fees and charges in line with declared base levels of service provision but will support service choice by allowing users / renters to improve service levels through their own resources. Such service improvements must be consistent with City policy. Alternatively value-added services may be supplied by the City and charged to the user / renter at an additional cost.

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8. The City will not charge user fees for spontaneous public use of outdoor facilities such as City-owned and-operated spaces, parks, trails, toboggan hills, skateboard parks, picnic areas, playgrounds, outdoor rinks or outdoor fields and other similar spaces unless such facilities or spaces are booked for the dedicated use of special groups.

9. The City will charge user fees and / or rental charges for programmed use of indoor facilities, associated facility spaces and outdoor field resources that are scheduled for the exclusive dedicated use of organized sport teams, individuals or associations.

10. For all Community Services programs and spaces, except Horizon Stage, the City will set priorities for use as follows:

- |                          |                                       |
|--------------------------|---------------------------------------|
| 1 <sup>st</sup> Priority | City-delivered programs and functions |
| 2 <sup>nd</sup> Priority | Tri-Municipal Region resident users   |
| 3 <sup>rd</sup> Priority | Out of Region resident users          |

For Horizon Stage, priorities for use and rental of space will be:

- |                          |                                    |
|--------------------------|------------------------------------|
| 1 <sup>st</sup> Priority | Horizon Stage Professional Series  |
| 2 <sup>nd</sup> Priority | Spruce Grove Composite High School |
| 3 <sup>rd</sup> Priority | Horizon Players                    |
| 4 <sup>th</sup> Priority | Others                             |

11. Waiver of Facility Fees (For City-owned and operated facilities, with the exception of Horizon Stage) (NEW)

The CAO will designate authority to administration to waive rental and/or program fees for groups or individuals given that all noted criteria are met.

These criteria include:

- That the group/individual is initiating a new activity in the community.
- That the group/individual is organizing a public education event (e.g. Energy Conservation Information program, Cross Country Ski Information Session, etc.) and/or a special community event (e.g.

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Halloween Children’s Party, free music concert, etc.) that is free for the general public.

- That the group/individual has not received a waiver of facility rentals fees from the City within the past calendar year.
- That the group/individual that receives a rental/program fee waiver will pay for any extra services requested (i.e. incremental costs beyond normal rental rates).

\*A maximum of 50% of fees be waived once per calendar year per organization.

\*Waiver requests for events can be for up to 4 hours of rental fees.

\*Waiver requests for new activities programs can be for up to 3 months of regular facility use, subject to space availability.

\*City of Spruce Grove sanctioned events (e.g. Remembrance Day Services, Community Forums, etc.) will be exempt from rental fees.

12. Insurance

- A) The City of Spruce Grove reserves the right to require comprehensive general liability insurance for any event held in a City owned or managed facility.
- B) Renters that do not obtain comprehensive general liability insurance when asked to do so will not be permitted to rent a City owned or managed facility.
- C) The cost of said insurance shall be paid solely by the Renter.
- D) Alcohol and High Risk

1. The City may request a certificate of comprehensive general liability from the Renter for events that involve alcohol or any high risk activity. The certificate must be no less than \$2,000,000 per occurrence with the City of Spruce Grove named as an additional insured and in a form acceptable to the City of Spruce Grove.

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2. High risk events include any activity considered as high risk by the City and the City's insurer.

E) Rental of School Facilities

1. The City of Spruce Grove will follow the relevant school division policy regarding insurance requirements for community use of school facilities.

**ATTACHMENTS:**

Recreation, Family and Community Support Services and Horizon Stage Box Office Fees and Charges Schedules are attached.

**PURPOSE**

The City of Spruce Grove understands that there are a variety of individuals and groups that rent City facilities and partake in City operated programs. The assurance that fair and equitable rental rates and fees are charged to these diverse groups and individuals is the intention of the fees and charges policy. The Policy is only applicable to City owned and operated facilities and does not apply to joint use facilities not under direct control of the City.

**DEFINITIONS – N/A**

**RESPONSIBILITIES**

Community & Protective Services Department

Policy 8,009 – Waiver of Facility and Waiver of Facility Fee Procedures (no assigned number) are rescinded upon approval of Revised Policy 8,025.

<b>APPROVAL</b>	
Mayor _____	Date _____