

**Community Hall Rental Policy**

<b>Policy Number</b>	<b>PR-007</b>		
<b>Approval Date</b>	<b>26-Jan-2026</b>	<b>Resolution No.</b>	<b>029-2026</b>
<b>Amendment Date</b>		<b>Resolution No.</b>	

**Document Revision History**

<b>Amendment Date</b>	<b>Amendment Summary</b>

**Policy Statement**

This policy establishes the responsibility and expectations for hall lessees, volunteers and user groups requesting hall rentals at the Churchbridge Community Centre.

**Specifications**

1. Hall Rentals are accepted on a first come first serve basis. Anyone may book the hall; however, hall rentals may be superseded by municipal priorities/bookings.
2. The Town has the right to revoke or refuse permission for the use of the hall at any time or for any reason.
3. The Municipality will not rent the hall to anyone under the age of 18 or to anyone under the age of 25 if alcohol is being served.
4. Rental contracts must be signed prior to the booking date and deposit paid. Failure to do so will result in forfeiting the reservation. Deposits shall only be required for events serving alcohol.
5. Regular rental fees are outlined in the Hall Rental Fee Schedule. See Schedule PR-007-B.  
 Special rates include:
  - i. Local non-profit community group run fundraisers open to the general public will be charged 50% of the regular rental fee. This does not include community events sponsored by local public or private groups/individuals.

- ii. Town facility committees will not be charged rental fees for meetings or fundraisers.
  - iii. The Potashville Music Festival will be charged a flat rate of \$35 when held in Churchbridge.
6. If damage occurs, please report it to the Hall Caretaker or Town Office.
7. If damage occurs exceeding the amount of the deposit, the lessee is responsible to cover all additional expenses.
8. One key is to be signed out during regular office hours on the day of or the last work day prior to the rental date. Keys must be returned to the town office no later than the first workday following the rental. A metal deposit slot is located under the front east office window for returns made after hours.
9. Lessees shall be responsible for applying for their own liquor permit and are required to obtain one if they wish to serve alcohol.
10. Alcoholic beverage consumption is restricted to inside the community hall; no open alcohol may leave the building.
11. The lessee is responsible for the removal of all food and drink items from the kitchen and hall area at the end of their event, and for the cleaning of the kitchen and tables if used for their event. If garbage is not taken out an extra charge will be added, per the Hall Rental Agreement.
12. All garbage must be bagged and taken to the bin outside the back of the building.
13. The use of glitter is not permitted.
14. It is recommended that the renter acquires their own Special Event Liability Insurance.
15. A Hall Rental Agreement is required to be filled out and signed for all bookings. See Schedule PR-007-A