

**TOWN OF VULCAN**

**TITLE:** V.M.M.P. Shed and Picnic Tables

**POLICY NUMBER:** PU-14

**ADOPTED BY COUNCIL AT A  
REGULAR COUNCIL  
MEETING: AMENDED July 28, 2003**

**SUPERSEDES  
POLICY NUMBER:**

**SUPERSEDED BY  
POLICY NUMBER:**

**STATEMENT:**

**1. Introduction**

This policy has been prepared so as to set out, as clearly as possible, the guidelines and regulations which shall govern the operation of the Vulcan Virginia Mitchell Memorial Park (V.M.M.P.) shed and picnic tables. These guidelines and regulations shall not be considered all inclusive and may require updating from time to time. They will, however, cover those areas that may have given rise to questions and conflict. The regulations and guidelines are intended to serve as a guide for the V.M.M.P. shed contractor and to provide the users of the facility safe, efficient, and entertaining use with a friendly disposition.

**2. Objective**

To provide users with maximum quality services with an optimum of safety at necessary cost.

**3. Administration**

The administration of the V.M.M.P. shed shall be the responsibility of the Municipal Administrator working in co-operation with the Town Foreman and the Recreation Director.

Revisions to this policy shall be made by a majority vote of the Town Council. No action shall be taken on the revision of any item of this policy manual except on the written request of the person or group involved.

The Council may make revisions of this policy on the recommendation of one or more of its members, at the suggestion of Council, or on the recommendation of the Town Foreman or Recreation Director through the Municipal Administrator.

Should a situation arise which is not covered by this policy, wherein some individual or group has met with injustice, it is the responsibility of the party concerned to present written recommendations to the Council via the Municipal Administrator in order to eliminate the re-occurrence of such situations by the adoption of a corrective regulation into this policy.

**4. Maintenance**

Any major repairs or renovations, not including the current budget approved by Town Council, shall be reviewed and evaluated by the Municipal Administrator and the Town Foreman, with appropriated recommendations to the Town Council.

**5. Discipline**

- A. No profane or obscene language will be tolerated on the V.M.M.P. shed premises.
- B. Vandalism shall be severely dealt with. All facilities of the V.M.M.P. shed premises are to be used with respect by everyone and user-group staff are expected to enforce this policy. Names of offenders are to be reported immediately to the Town Foreman or Municipal Administrator, who will determine what course of action to take.
- C. Actions in the V.M.M.P. shed that are deemed objectionable to the other patrons or employees will not be tolerated. Offenders will be asked to leave.
- D. Those guilty of damage are liable for that damage. In addition, a fine of fifty dollars (\$50) will be charged to an individual or group for damage and the whole group may also be suspended from the V.M.M.P. shed for a length of time determined by the Town Council. The Town Council has the discretionary power to charge a group or individual with a fine. Appeals on this decision may be made in writing to the Town Council, who will give the matter a hearing.

**6. Bookings**

The booking of any and all V.M.M.P. shed facilities shall be the responsibility of the Recreation Director.

- A. All booking applications must be made at the office of the Recreation Director located at the Town Office.
- B. Keys from the facility can be picked up prior to the event from the Recreation Office.
- C. Cancellations

When the V.M.M.P. shed is booked and the user cancels, prior notification of cancellation is required within five working days, to permit re-scheduling the use of the V.M.M.P. shed during cancelled time period.

If prior notification of cancellation has been received by the Recreation Director five working days prior to the time booked, the user shall be charged for one-half of the time booked. There shall be no charge for the time cancelled, if the cancelled time period is re-scheduled for use.

If prior notification of cancellation is received by the Recreation Director five working days or more prior to the time booked, there shall be no charge for the time cancelled.

Notification of cancellation should be given in writing.

**7. V.M.M.P. Shed User Fee**

The V.M.M.P. shed is to be rented out for use at \$50 per event, with a \$200 refundable deposit.

The picnic tables are free for use by anyone in the county, with a \$200 refundable deposit.

**8. V.M.M.P. Shed User Fee Schedule**

The V.M.M.P. shed schedule for the following year shall be reviewed at the first Council meeting in January of each year unless the fee schedule is approved for more than one year at a time.

**9. Conclusion**

This policy has been formulated to enhance efficient and effective use, operation, and maintenance of the V.M.M.P. shed for the patrons.

The policies have been established as guidelines and any questionable areas can be forwarded to the Council of the Town of Vulcan for consideration.