

# **TOWN OF VULCAN**

## Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>A-11</b>			<b>Council Chamber Rental</b>
Approval	D/M/Y	Resolution #	
<b>Approved</b>	<b>24/10/2016</b>	<b>16.298</b>	

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for the rental of the Council Chambers and the Committee room at the Town office.**

#### **1. Policy**

- 1.1** The Council chambers and Committee room in the Town office will be available to Municipal Committees and Government agencies at no charge day or evening, as long as a Council or staff member is on the committee to ensure access.
- 1.2** Booking of the Town office meeting rooms will be made through Administration staff and will be dependent upon availability.
- 1.3** Other organizations requesting use of the Council chambers or Committee room shall be charged the rate established in the Town of Vulcan Fee Bylaw.
- 1.4** The Meeting rooms will be rented per meeting or per day. Meeting shall be defined as less than four (4) hours. Day shall be defined as more than four (4) hours.

**- END OF POLICY-**