

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
C-06			Lewis Ware Spock Pavilion (VMMP Shed) and Picnic Tables
Approval	D/M/Y	Resolution #	
Amended	23/02/2009	09.74	
From: PU-14		To: C-06	
Amended	14/08/2017	17.308	
Amended	26/09/2022	22.253	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for to set out, as clearly as possible, the guidelines and regulations which shall govern the operation of the Lewis Ware Spock Pavilion (VMMP Shed) and rental of picnic tables. The regulations and guidelines are intended to serve as a guide for the use of the Lewis Ware Spock Pavilion and to provide the users of the facility safe, efficient, and entertaining use with a friendly disposition.

1. Policy

- 1.1** 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

2. Administration

- 2.1** The administration of the Lewis Ware Spock Pavilion shall be the responsibility of the Town's CAO working in co-operation with the Town Foreman and the Community Services Manager.
- 2.2** The Council may make revisions of this policy on the written recommendation of one or more of its users, at the suggestion of Council, or on the recommendation of the Town Foreman or Community Services Manager through the Town's CAO.

3. Maintenance

- 3.1** The routine maintenance of the pavilion and tables will be the responsibility of the Town, and will be performed by the Public Works Department.
- 3.2** Any major repairs or renovations, not including the current budget approved by Town Council, shall be reviewed and evaluated by the Town's CAO, Town Foreman, and Community Services Manager with appropriated recommendations to the Town Council.

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4. Discipline

- 4.1** Anyone found on the premises with liquor in his/her possession without proper authorization will be asked to leave. Law Enforcement Officers may be called upon if necessary.
- 4.2** Smoking will not be allowed in the pavilion building.
- 4.3** No profane or obscene language will be tolerated on the Lewis Ware Spock Pavilion premises.
- 4.4** Vandalism shall be severely dealt with. All areas of the Lewis Ware Spock Pavilion 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 Community Services Manager, Town Foreman or Town's CAO, who will determine what course of action to take.
- 4.5** Actions in the Lewis Ware Spock Pavilion that are deemed objectionable to the other patrons or employees will not be tolerated. Offenders will be asked to leave.
- 4.6** A fine as established in the Town Rates and Fees Bylaw, plus cost of damage will be charged to an individual or group responsible for damage and the whole group may also be suspended from the facility for a period of time determined by the Community Services Manager, Town Foreman and the Town's CAO.

5. Fees

- 5.1** Council will review pavilion and table rental fees annually, and will revise them where necessary on the recommendation of the Community Services Manager
- 5.2** Council will include the pavilion and table rental fees in the current Town of Vulcan Rates and Fees Bylaw.
- 5.3** When and if available, the picnic tables are free for use by anyone renting the pavilion.

6. Bookings

The booking of the Lewis Ware Spock Pavilion and Tables shall be the responsibility of the Community Services Manager.

- 6.1** All booking applications must be made at the office of the Community Services Manager located at the Town Office.
- 6.2** Keys or Passcodes for the facility can be picked up prior to the event from the Recreation Office.

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6.3 Cancellations:

- (a) When the Lewis Ware Spock Pavilion is booked and the user cancels, prior notification of cancellation is required within five working days, to permit re-scheduling the use of the Lewis Ware Spock Pavilion.
- (b) If prior notification of cancellation has not been received by the Community Services Manager 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.
- (c) If prior notification of cancellation is received by the Community Services Manager five working days or more prior to the time booked, there shall be no charge for the time cancelled.
- (d) Notification of cancellation should be given in writing.

6.4 All bookings shall be arranged as per Policy C-02 the Facilities Rental Policy.

7. Rental Agreement

7.1 A standard Rental Agreement has been provided as part of Policy C-02 the Facilities Rental Policy.

8. Tables

8.1 The use of the picnic tables shall be restricted to locations within the boundaries of the Vulcan Recreational District.

8.2 The renters shall be responsible for the transportation of the picnic tables away from and returning to the Lewis Ware Spock Pavilion.

9. Conclusion

9.1 This policy has been formulated to enhance efficient and effective use, operation, and maintenance of the Lewis Ware Spock Pavilion for the patrons.

9.2 Should a situation arise which is not covered by this policy, wherein some individual or group has met with an unresolved dispute, it is the responsibility of the party concerned to present written recommendation to the Town's CAO to be presented to Town Council for consideration.

- END OF POLICY-