



**CAPITAL REGIONAL DISTRICT
PLANNING & PROTECTIVE SERVICES
POLICY AND PROCEDURE**

Section	<i>Administrative</i>	
Subsection	Policies, Procedures, Manuals	<i>PPS/JDF-001</i>
Title	JUAN DE FUCA LOCAL AREA SERVICES BUILDING MEETING ROOM BOOKING POLICY AND PROCEDURES	

POLICY:

It is the policy of the Capital Regional District (CRD) to permit the Juan de Fuca Local Area Services meeting room to be used or rented outside of normal business hours and/or weekends. Special arrangements for the use and rental during normal business hours may be considered.

PURPOSE:

The purpose of this policy is to outline the policies and procedures for renting the meeting room located in the Juan de Fuca Local Area Services Building at #3 – 7450 Butler Road, Otter Point, BC.

SCOPE:

This policy applies to all users both internal and external to the CRD, wishing to use or rent the Juan de Fuca Local Area Services Building meeting room.

DEFINITIONS:

“**External Booking**” means all requests to book the meeting room for an event that is not being organized by the CRD. This includes bookings by CRD employees for non-work related events.

“**Facility Manager**” means the Manager, Local Area Planning, Planning & Protective Services, CRD.

“**Facility Coordinator**” means the Administrative Clerk responsible for managing the meeting room bookings as noted in the policy.

“**Internal Booking**” means any request by CRD staff to book the meeting room for a CRD function, such as but not limited to an event or meeting.

“**Normal Business Hours**” are 8:30 a.m. to 4:30 p.m., Monday to Friday. All other times, including evenings, weekends and holidays, are considered to be after business hours.

“**Not-for-profit Groups**” means those organizations with proof of incorporation as a not-for-profit or charitable entity; any organization nationally recognized as a service organization; or any local group meeting for a specific not-for-profit purpose.

RESPONSIBILITIES:

The Facility Manager is responsible for the meeting room, the collection of fees and protection of CRD assets.

The Facility Coordinator is responsible for managing the internal and external meeting room bookings in accordance with this policy and procedures.

For internal bookings the Facility Coordinator will liaise with CRD staff to determine monthly meeting room needs and book the meeting room on the Outlook Meeting Room calendar.

For external bookings, the Facility Coordinator will:

- Check availability, tentatively book the space and assign a facility rental contract number in SharePoint and post the event on the Outlook Meeting Room calendar;
- Provide the rental contract and related documentation to the rental group to complete, sign and return;
- Liaise with a representative from the group to finalize the rental agreement, outline rental user expectations and to provide a site tour, and accept rental applications and fees.

Meeting room users are responsible for:

- Appointing a contact person and providing current contact information
- Leaving the meeting room and washrooms in good order
- Removal from the building of all equipment and food brought in for the event
- Any damages incurred
- Any additional costs for janitorial cleanup
- The cost to the CRD for security responses for any false security alarms
- Obtaining any required liquor or lottery licences or health and safety permits
- Providing catering, food, dishes and utensils, and meeting materials such as masking tape, dry erase markers, extension cords
- Placing all garbage and recyclables from the event in the appropriate container in the parking lot

PROCEDURE:

The first priority for the meeting room is CRD meetings and activities. It is then open for use or rental to others on first-come first-served basis. The meeting room will be allocated based upon the list of priority users. However, a declared emergency that requires the establishment of an Emergency Coordination Centre will take precedence over all bookings.

Priority Groups

The priority for room use shall be as follows.

1. Local Area Services Divisions
 - a. Juan de Fuca Land Use Planning – staff meetings, Land Use Committee meetings, public hearings, public information meetings, APC meetings, AAPC meetings
 - b. Juan de Fuca Electoral Area Community Parks - Parks & Recreation Advisory Commission meetings
 - c. Juan de Fuca Emergency Program – staff meetings, public events, training sessions
2. CRD departments
3. Juan de Fuca Parks & Recreation Advisory Commission recreation programs
4. Juan de Fuca Electoral Area not-for-profit groups
5. Other not-for-profit groups
6. Local government, educational, social service agencies, religious organizations and service clubs, labour, social/sport clubs, commercial or political groups
7. Individuals

Booking Guidelines

1. While every attempt will be made to accommodate all meeting room use requests, the CRD reserves the right to cancel bookings to accommodate special Local Area Services meetings.
2. The Facility Manager reserves the right to close the meeting room in extremely bad weather or unforeseen emergencies.
3. Permission for use of meeting room is not transferable to another group or date.
4. The meeting room rental fees for external bookings are cost recovery to offset additional janitorial services. Rental fees will not be charged for Juan de Fuca Electoral Area not-for-profit meetings but the group will be required to provide a \$25 janitorial deposit which will be refunded if not required.
5. Rental fees will not be charged for Juan de Fuca Electoral Area Parks and Recreation Advisory Commission sponsored recreation programs but the group will be required to provide a \$25 janitorial deposit which will be refunded if not required.
6. The meeting room rental fees for private events or events open to the public are to be comparable to SEAPARC and other local venues.
7. The Facility Manager may waive meeting room rental fees.
8. All requests to book the meeting room will be considered in light of the CRD's need to ensure that:
 - event participants and staff are adequately safeguarded;
 - the security and protection of the facility is adequately safeguarded;
 - activities comply with CRD policies and bylaws, municipal, provincial or federal laws;
 - all regulatory approvals are obtained (i.e. liquor, lottery licence, etc);
 - all external booking requests are required to secure third party liability insurance as a condition of approval;
 - there will be no loud noises, odours or lights that will disrupt the quiet peace, enjoyment of neighbouring property owners.
9. Use of the meeting room will be denied if there is a likelihood of physical danger to people, premises or equipment or if the group has previously misused facilities or has not paid the required fee.
10. Reoccurring external bookings may be booked a maximum of three months in advance.
11. Permission to use the meeting room does not imply endorsement by the CRD of the aims, policies, or activities of any group.
12. The CRD assumes no responsibility for personal injury or damage, or for lost or stolen articles belonging to any group or individual using the meeting room or attending a program or meeting.
13. The CRD will assume no liability for damages or expenditures on behalf of the group renting the meeting room through mechanical failures, or any circumstances beyond the CRD's control, resulting in cancellation of the event. In the event the CRD cannot fulfil its contractual obligations, a full refund will be given for the rental fee.
14. CRD staff must be permitted access to the meeting room at all times.
15. The CRD cannot store items or materials for users.
16. Advertisements of meetings/events must not imply endorsement by the CRD of the content of the program.
17. The CRD chairs, tables, and tablecloths will be available to users upon request through their rental application.
18. Those booking the room must return the room to the condition upon entry, e.g., tables and chairs stored or as arranged, all garbage and recyclables in appropriate containers.

19. Those booking the room shall pay for any loss or damage to the room or equipment.
20. When alcohol is being served, the event organizers will be responsible for obtaining the appropriate liquor licence. A copy of such licence will be provided with the room rental application.
21. When a casino is proposed, the event organizers will be responsible for obtaining the appropriate lottery licence. A copy of such licence will be provided with the room rental application.
22. No adhesives or fasteners to be used on any surface (tables, chairs, walls, counter, windows, floor).
23. Fog machines are not permitted.

Juan de Fuca Meeting Room Booking Process

1. The Facility Coordinator will email a monthly meeting room request to Planning & Protective Services Managers to confirm regularly scheduled meetings for the upcoming month and to identify any special meeting needs. Additional special meetings and events may be submitted as they arise but should be submitted as far in advance as possible.
2. All booking requests are to be submitted to the Facility Coordinator, who can be reached at the building located at #3-7450 Butler Road in Otter Point, or by mail at #3-7450 Butler Road, Sooke, BC, V9Z 1N1; or by email at jdfinfo@crd.bc.ca or by phone at 250.642.8100.
3. External bookings will be considered upon submission of the Facility Use Application and should be submitted at least two weeks before the room is required. . See Facility Use Application form.
4. External booking requests must include proof of Commercial General Liability insurance to cover the event or users may apply for coverage under the CRD's Third Party User Group Insurance Program by submitting the CRD Facility Rental Insurance Application (non-sport). See Facility Use Insurance Schedule, User Group Rating Schedule and the Overview of the Third Party User Insurance Program.
5. External booking requests must include a signed Facility Use Release and Indemnification Form.
6. The Facility Coordinator will meet with a representative from the group for a walk through to confirm the current building condition and to indicate the location of exits, the kitchen, tables and chairs, washrooms and security panel. The representative will arrange to pick up the swipe card and obtain the security instructions.
7. Applicants must provide a janitorial deposit and a security deposit which may be returned after the event pending a review of the room condition.
8. After the event, the swipe card is to be left in the meeting space or in the After Hours Deposit Box.
9. Cancellation must be made during business hours Monday to Friday by contacting 250.642.8100.

Charges/Fees

1. The meeting room rental fees are as noted in the following table.
2. Rental fees are due within five business days of the booking request.
3. The CRD accepts payment through debit card, cash or cheques payable to the CRD.
4. There will be a charge for NSF cheques.

Rental Fees

Room Use	Room Rental	Janitorial Cost	Security Deposit Refunded if not required
Meetings & Juan de Fuca sponsored recreation programs*	\$25 for first 4 hours and \$50.00 for 5 or more hours	\$25.00**	
Private events e.g., weddings, dances	\$500.00 a night/day	\$50.00	\$100.00
All events open to the public with entrance or course fees	\$500.00 a night/day	\$50.00	\$100.00
All events open to the public without an entrance fee or donation	\$250.00 a night/day	\$50.00	\$50.00

*Rental fees will not be charged for Juan de Fuca Electoral Area not-for-profit meetings or for Juan de Fuca Electoral Area Parks and Recreation Advisory Commission sponsored recreation programs but the group will be required to provide a \$25 janitorial deposit which will be refunded if not required.

** Refunded if not required. Full charge for security company dispatch.

Rules of Use

1. A designated member of the group must be in charge at all times. This person is responsible for ensuring that the number of people in attendance does not exceed the maximum capacity of the room (198). In an emergency, this person will be responsible for directing the evacuation of the room. It is the responsibility of the renting group to ensure its attendees leave in case of a fire or other emergency.
2. The designated member is to advise the attendees that smoking is not permitted in the CRD building.
3. The designated member is to ensure that alcoholic beverages are served only with specific approval to do so, and under permit from the Liquor Control Branch.
4. Only free-standing or table top decorations may be used. Nothing may be affixed or fastened to any surface (tables, chairs, walls, counter, windows, floor).
5. The meeting room and washrooms must be left in an orderly and clean condition.
6. Groups will be responsible for the set up and arrangement of the meeting room and returning the room back to its original state when finished.
7. The designated member is to advise the Facility Coordinator of problems with the meeting room facilities such as lights not working, table linens requiring cleaning or and any facility damage resulting from the event.
8. All windows and doors must be closed prior to exiting the building to allow the security system to be set.
9. All users are to secure the building and set the alarm when exiting and leave the swipe card in the meeting space or in the After Hours Deposit Box.

Equipment Available

Equipment	Number Available	Number required for Event
Office chairs with wheels	12	
Audience chairs	80	
Plastic tables (3 feet by 6 feet)	14	
Table cloths	14	
Table skirt	14	

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3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			

Related Policy, Procedure or Guideline (if applicable):

Juan de Fuca Local Area Services Facility Use Application Form

Overview of the Third Party User Insurance Program

Facility Use Insurance Schedule

Facility Use Release and Indemnification Form

Group Rating Schedule

CRD Facility Rental Insurance Application (non-sport)