

TOWN OF CORNWALL  
Facility Rental Policies- Effective June 21, 2012

**1.0 Policy**

The Town of Cornwall coordinates and manages the rental of a number of facilities (*see appendix IA attached*). These facilities are made available to the public for a rental fee. There is also a deposit fee of \$100.00 (*see section. 2.5 procedures.*) These fees assist with the operation and maintenance of the facilities. All rentals are based on the condition that users agree to abide by the rules and regulations stipulated by the Town.

**2.0 Procedures**

**2.1 Reserving a Facility**

Facilities can be reserved at any time based on availability. In order to reserve the facility the specified rental fee (*see appendix 2A for fee structure*) must be paid within five working days of the initial reservation notice and prior to the event booked.

**2.2 Request for Waiving of rental fee**

All requests to waive the rental rates (*see appendix 2A for fee structure*) must be submitted in writing to the Town of Cornwall; these requests will be forwarded to the Parks & Recreation Committee for approval.

**2.3 Requests for a reduced rental rate**

Any requests for reductions to the rental rates must be made in writing and will be authorized by the Manager of the Parks and Recreation Department.

**2.4 Canceling a Reservation**

Facility reservations can be canceled at any time, but cancellations within ten working **days of the reserved date** will be charged a \$50.00 cancellation fee.

**2.5 Deposit**

**The \$100.00 damage deposit or \$ 150.00 (Weddings damage deposit) applies to** all rentals and will be refunded in full if no damage or theft on the premises occurs, facility and equipment is returned to same condition as it was originally, and all keys have been returned to the Town Hall. If damages occur, keys are lost

or facility is not left in original condition, the Town will apply any costs associated with the above to the damage deposit. The amount **of the deposit remaining, after paying all costs, will be refunded. The user will** also be billed for any other costs that exceed the total of the damage deposit. **Damage deposits will be** paid separately from rental fees and the deposit will be processed on **the first working** day following the event if no damages or theft has occurred.

## **2.6 Refunds**

Refunds of any reservation fees paid will be mailed out within fifteen working days of the cancellation notice.

## **2.7 Pre-Event Access**

Users may have access to the facility for event set-up the day prior to the reservation date, only if the room is available.

## **2.8 Post Event Access**

All equipment & decorations, etc. must be out of the facility before the renter leaves the premises on the reserved date. The Town will not be responsible for any equipment or decorations left behind after the reserved date.

## **2.9 Smoking**

The Town adheres to all pertinent legislation as it pertains to smoking in public spaces and all users are asked to adhere to these laws or forfeit future access to the facilities.

## **2.10 Garbage**

Users shall ensure that all garbage is cleaned up and bags emptied into the receptacles provided.

## **2.11 Bar services**

The Town of Cornwall does not provide bar services at any of its facilities. Those requiring this service must either contact the Cornwall Lions Club or the Cornwall Curling Club. Those organizations will be responsible for obtaining all necessary permits and licenses.

**Appendix 1A list of facilities:**

*Cornwall Civic Centre*

*Cornwall Town Hall*

*Terry Fox Sports Complex Club House*

**Appendix 2A list of Rental Fees:**

**Civic Centre:**

Main Hall Day Rate	-	\$100.00 + H.S.T
Main Hall and Kitchen Day Rate	-	\$150.00 + H.S.T
Main Hall Hourly (Min 1hr Weekdays & Min 2hrs on weekends)	-	\$ 25.00 + H.S.T
Kitchen Hourly (Min 1hr Weekdays & Min 2hrs on weekends)	-	\$ 10.00 + H.S.T
Community Room Day Rate	-	\$ 50.00 + H.S.T
Community Room and Kitchen Day Rate	-	\$100.00 + H.S.T
Community Room (Min 1hr Weekdays & Min 2hrs on weekends)	-	\$ 15.00 + H.S.T
Deposit Flat Fee	-	\$100 (Weddings\$150.00)
Wedding Day Rate	-	\$ 250.00 + H.S.T

**Town Hall:**

Meeting Room Hour Rate (Min 1hr Weekdays & Min 2hrs on weekends)	-	\$ 15.00 + H.S.T
Meeting Room Day Rate	-	\$ 80.00 + H.S.T
Community Room (Min 1hr Weekdays & Min 2hrs on weekends)	-	\$ 20.00 + HST
Community Room (1/2 day ....3 hrs)	-	\$ 45.00 + H.S.T
Community Room Daily Rate	-	\$ 80.00 + H.S.T

**Terry Fox Sports Complex Clubhouse:**

Community Room (Min 1hr Weekdays & Min 2hrs on weekends) -	\$ 20.00 + HST
½ Day Rental...3 hours -	\$ 45.00 + H.S.T
Day Rate -	\$ 80.00 + H.S.T



**REQUEST FOR WAIVER OF RENTAL FEES AT TOWN FACILITIES**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please indicate facility for which you are requesting the fee waiver:

- Cornwall Civic Centre, specify room \_\_\_\_\_
- Cornwall Town Hall
- Terry Fox Sports Complex Clubhouse

Reason for requesting fee waiver:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and time of event: \_\_\_\_\_

Set up, or other needs: \_\_\_\_\_

Please provide additional information that would assist the Committee in making determination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Internal Use Only:***

Staff Recommendation/Comments:

\_\_\_\_\_  
\_\_\_\_\_

Committee Decision/Action: \_\_\_\_\_



REQUEST FOR WAIVER OF RENTAL FEES AT SPORT FIELDS

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please indicate facility for which you are requesting the fee waiver:

- Turf Field (Soccer Field / Football Field)
- Terry Fox Sports Complex Baseball Field/Softball Field
- Terry Fox Sports Complex Tennis Courts
- Terry Fox Sports Complex Beach Volleyball Courts

Reason for requesting fee waiver or reduced fee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and time of event: \_\_\_\_\_

Set up, or other needs: \_\_\_\_\_

Please provide additional information that would assist the Committee in making determination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Internal Use Only:***

Staff Recommendation/Comments:

\_\_\_\_\_  
\_\_\_\_\_

Committee Decision/Action: \_\_\_\_\_