	R.M. OF WALLACE-WOODWORTH		
	General Policies		
	Council Chamber(s) – Use of Facility by Non-Council and/or Fire Policy		DATE: Feb. 24, 2015
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PURPOSE

From time to time, the Council Chambers are used by organizations within the Municipality which are not directly Council and/or Fire Department related organizations.

The Rural Municipality of Wallace-Woodworth has adopted this policy to establish consistent guidelines for the use of the Council Chamber(s), by Non-Council/Fire Department organizations.

POLICY

- 1.0 **Elkhorn** - The Rural Municipality of Wallace-Woodworth does not allow the use of the Elkhorn Satellite Office (10 Grange Street/ 12 Richhill Avenue) for any use other than that directly related to the operations of the Municipality.
- 2.0 **Virден** - The Rural Municipality of Wallace-Woodworth does not allow the use of the Main Office (154023 – PR # 257 Virден) for any use other than that directly related to the operations of the Municipality.
- 3.0 **Kenton** – The Rural Municipality of Wallace-Woodworth does allow the use of the Kenton Satellite Office (220 Cornwall Street) for public use, from time to time.
 - 3.1 The Kenton LUD Office Manager will take any/all bookings for the Council Chambers at Kenton, and will keep a calendar for the same.
 - 3.2 The Kenton LUD Office Manager will make sure the Council Chambers are accessible to the “User” after hours. ie. *unlocking the fire hall door entrance, leaving lights on, etc.*
 - 3.3 Regardless of any/all public bookings for the Council Chambers, should the Council need the Council Chambers to hold a Special Meeting of Council, a Council Standing Committee Meeting, or otherwise Council related organization, Council bookings will always take precedence over public use.
 - 3.4 The Council Chambers must be left as they are found, this includes the use of the kitchen and bathrooms.

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- 3.5 Outdoor footwear must be removed before entering the Council Chambers in order to reduce extra janitorial expense.
- 3.6 Use of the Council Chambers is at no charge to the public, *however*, should the Municipal Staff consider the state of the Council Chambers unacceptable following the meeting/event, there will be an invoice sent to the “User” for janitorial services in the amount of \$50.00.
- 3.7 The computers and filing systems located in the Council Chambers are not to be accessed by any “User” other than Municipal Office Staff. Any violation of this may result in a ban of the space for future use by the “User” and/or the “Organization”, and other consequences as deemed appropriate by Council, may be pursued.
- 3.8 The entire building is designated as a No Smoking Facility.
- 3.9 The “User” will be responsible for any/all damages to the Facility.