

Township of North Kawartha Administrative Policy		
Subject: Use of Council Chambers / Boardroom / Multi-Purpose Room (Library)		
Policy No: A09-01	Effective Date: 05 04 2016	Revision Date:
Related Document (s): Form 1	Review Date:	Page 1 of 2

Purpose:

To establish a Policy for use of the Council Chambers/Boardroom in the Municipal Administration Building and the Multi-Purpose room in the North Kawartha Library.

North Kawartha Council Chambers/Boardroom:

It shall be the policy of the Township of North Kawartha to reserve use of the Council Chambers and Board room for activities such as meetings, hearings, workshops, open houses, award ceremonies and luncheons carried out by the following government agencies and organizations:

- Municipal Council & Council Appointed Committees
- Municipal Service Boards (Police Services Board/Library Board)
- Municipal Staff
- Upper Tier Municipal Governments (County)
- Professional Municipal Associations (PCMMCT)
- Federal/Provincial Ministries and Agencies (Ontario Municipal Board/Assessment Review Board)
- Associations or Organizations providing a Municipal Service (PCCEMC etc...)

Municipal Meetings of Council and Committees have priority status and shall preempt all other scheduled activities.

North Kawartha Library Multi-Purpose Room:

It shall be the policy of the Township of North Kawartha to reserve use of the Multi-Purpose Room for purposes or activities deemed beneficial to the citizens and ratepayers of the North Kawartha Community.

Multi-Purpose Room is not available for operation of private businesses carrying out activities for profit such as hairstyling, cosmetology etc...

Criteria for Use:

The following criteria shall be adhered to by those using the space:

- ◆ the user shall complete Form 1 attached to this policy and submit to the Chief Administrative Officer of the Township of North Kawartha for approval;

Township of North Kawartha Administrative Policy		
Subject: Use of Council Chambers / Boardroom / Multi-Purpose Room (Library)		
Policy No: A09-01	Effective Date: 05 04 2016	Revision Date:
Related Document (s): Form 1	Review Date:	Page 2 of 2

- ◆ if required, the key for the building will be picked up from the Municipal Office on the day of the function or if the function is on the week-end the key may be picked up on Friday (the key may be dropped off in the mail slot at the Municipal Administrative Building);
- ◆ the user is responsible for the supply of any food, beverage or other materials or equipment they may require for their activity;
- ◆ all garbage must be disposed of;
- ◆ each room shall be left in the condition that it was in when the occupants commenced use;
- ◆ if the above is not complied with, the user will be required to reimburse the Municipality for clearing costs at a minimum of \$15.00 plus any additional costs;
- ◆ the user is responsible for any damages to the building or property that may occur as a result of the use.
- ◆ Note: when the Library is closed the maximum number of persons permitted in the multi-purpose room is five (5).

Municipal Rights:

- ◆ The Municipality reserves the right to deny use of the space if any activities are of a partisan or inappropriate nature;
- ◆ The Municipality reserves the right to cancel or reschedule any user should the space be required for special municipal meetings or emergency purposes;
- ◆ The Chief Administrative Officer may seek Council direction on any request that may be considered controversial or non-compliant with the criteria in this Policy.