



# Schedule "D" Fire Hall Booking Form

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

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

Not-for-profit Society    Yes     No

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Name of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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Date of Booking: \_\_\_\_\_

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Time of Booking:    **Please Note** - Include Set-up and Clean-up in the booking time

Full Day     Half Day     Hourly

Time: From \_\_\_\_\_ to \_\_\_\_\_    Time: From \_\_\_\_\_ to \_\_\_\_\_

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Number of People attending event: \_\_\_\_\_

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Room: Check all that apply    Booking Group:

Teck     Kitchen     Conference    Private

Not-for-profit Regular

Not-for-profit Community Event

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List any other information relevant to your booking request:

**Office Use Only:**    Date Received: \_\_\_\_\_

<b>Room(s):</b>	<b>Fees:</b>	<b>Deposit:</b>
Teck <input type="checkbox"/> \$ _____	Room(s) Rate: \$ _____	<input type="checkbox"/> Paid: \$ _____
Conference <input type="checkbox"/> \$ _____	GST: \$ _____	<input type="checkbox"/> Refund: \$ _____
Kitchen <input type="checkbox"/> \$ _____	<b>TOTAL DUE:</b> \$ _____	Date: _____
	Method of Payment _____	
	Receipt # _____	

Not-for-profit proof of standing:

Additional Comments:

**Schedule "A"**  
**FIRE HALL USER FEES & RATES**

**1. USER FEES**

	Full Day	Non-Profit	Half Day	Non-Profit	Hourly	Non-Profit
Teck Room	\$125.00	\$62.50	\$62.50	\$31.25	\$20.00	\$10.00
Conference Room	\$60.00	\$30.00	\$30.00	\$15.00	\$12.00	\$6.00
Kitchen	\$75.00	\$37.50	\$37.50	\$18.75	\$14.00	\$7.00
Deposit	Up to \$500.00					
Key Deposit	\$50.00					

❖ **Payment of the user fees are due at the time of rental.**

**2. CLEAN UP AND DAMAGE DEPOSIT**

- a) For meeting use, a deposit fee of up to \$200 may be required. For special events, a deposit of up to \$500 may be required. Where Janitorial staff is required to clean up a facility following any event, or damage has occurred, a portion of the deposit shall be retained. Where no damage or cleanup is required following an event, the full deposit shall be returned.
- b) Where more damage has been sustained than the deposit covers, the additional cost of damage shall be billed to the user.

**3. NON-PROFIT/CHARITABLE USES**

Local registered not-for-profit organizations are eligible for the non-profit rate for use of the Fire Hall Meeting Spaces. If the not-for-profit organization is putting on an event that is free of charge, open to the community and for community benefit the fees can be waived through approval from the Fire Chief or Chief Administrative Officer. Regularly scheduled meetings of the organization would not be eligible for the waiving of fees.

**Schedule "B"**  
**FIRE HALL BOOKING PROCEDURE**

**PURPOSE:**

The Fire Hall Teck Room, Conference Room, and Kitchen are designed primarily for meetings and social events but also functions as training space and Emergency Operations Centre for the District of Logan Lake. The purpose of this procedure is to guide Administration with respect to the use of the Fire Hall's rentable space.

**POLICY STATEMENT:**

Council encourages the viability of organizations, supports the availability of suitable meeting space, and is prepared to make space available for use by organizations for gatherings of a civic, cultural or educational nature. Local registered not-for-profit organizations can take advantage of special user rates, while organizations from outside the community may be considered as long as the District is either a member of the organization and/or a member of Council is appointed to the organization as a liaison.

**PROCESS:**

The following must be followed by all groups using the Fire Hall Teck Room, Conference Room and Kitchen:

1. All booking requests from organizations will be approved by the Fire Chief;
2. Attendance may be no more than the maximum number of 135 people as certified by the Fire Chief as to the occupancy limit for the Teck Room, 12 people for the Conference Room, and 24 people for the Kitchen.
3. The booking person must be 19 years of age or older, and shall be the person responsible for the supervision of the rental space and securing of the premises after use;
4. The booking person is responsible for the setting up, tidying, and cleaning up after the meeting;
5. The booking person is responsible for damages to the room and its contents. Improper use of the space will result in denial of future use;
6. Access to the rooms will be made via the outside door entering the room;
7. No parking shall be permitted at the east side of the Fire Hall, as those parking spaces are reserved for Fire Department personnel in the case of an emergency. Parking shall only be permitted in the parking stalls located at the west side of the Fire Hall.

**BOOKING LOCATION:**

1. All bookings and payments shall be made through the Fire Department.
2. To guarantee any booking, the user fees must be paid for at time of booking.

**CANCELLATION POLICIES:**

1. If bookings are cancelled prior to 14 days before the rental, all fees shall be eligible for refund.
2. If bookings are cancelled within 14 days and up to 72 hours prior to the event, ½ the user fees shall be refunded.
3. No user fees shall be refunded where cancellation notice is given less than 72 hours prior to the rental.
4. The District reserves the right to cancel any reservation in the case of an emergency or otherwise, at which time a full refund of the rental fees will be returned.

**TELEPHONE BOOKINGS:**

Fire Department staff may accept bookings over the telephone, but payment policies at time of booking still apply.

**LATE BOOKINGS:**

Rental of any portion of the Fire Hall may be made on late booking (less than 72 hours). However, each booking shall be accompanied by the corresponding user fees, referred to in Schedule "A", which is not refundable.

**BOOKING TIMES:**

Dates, times and number of participants must be stated at the time of booking. Booking of the Fire Hall must not interfere with Fire Department needs.

**FIRE HALL ROOM USE:**

1. All bookings for the Fire Hall must be booked through the District of Logan Lake Fire Hall to ensure no double bookings.
2. Users must ensure the meeting room and the equipment are left neat and tidy after each use. All coffee cups are to be cleaned and put away, table tops cleaned off and garbage put outside in provided containers.
3. All equipment must be treated with respect. Any damage, breakage, or breakdowns must be reported to the Fire Hall staff immediately.
4. No pictures, maps, etc., will be hung or placed on the walls without approval of the Fire Hall staff.
5. All contents are to remain in the Fire Hall unless authorized by the Fire Chief.
6. Users other than Fire Department shall not park in Fire Fighter designated parking areas at any time.
7. Any injuries that occur in the Fire Hall must be reported to the Fire Hall staff immediately.
8. User groups shall not be permitted to consume alcohol on the premises.
9. There is absolutely no smoking on Fire Hall premises.
10. The kitchen area is not a commercially licensed facility and therefore no user groups can cook within this area during rentals.

**Schedule "C"**  
**FIRE HALL GENERAL POLICIES**

**SUB LEASING:**

Subleasing of facilities at the Fire Hall shall not be permitted unless expressly authorized in writing by the Fire Chief.

**RIGHT OF REFUSAL:**

The Council of the District of Logan Lake reserves the right to refuse the use or rental of any facility to any individual or group.

**NO OVERNIGHT SLEEPING:**

The Fire Hall shall not be used for overnight sleeping accommodations unless specifically approved by a resolution of Council.

**ACCOUNTS RECEIVABLE:**

All fees are due and payable upon receipt of invoice.

**GST APPLICATION:**

All user rates are subject to GST.