

Council Policy

Policy Name: Facility Rental
Department Name: Finance Services
Policy No.: FIN-070
Effective Date: June 30, 1987

Review Date:

STATEMENT:

The City of Fort McMurray will provide for the renting and access of City owned facilities to organizations paying for the services provided.

PURPOSE AND OBJECTIVE:

The objective of this policy is to provide guidelines and approval levels to ensure timely payment for rental of City owned facilities.

PROCEDURES:

1. Definitions

- 1.1. Facilities - Any City owned facility rented to organizations and the public.
- 1.2. Organization - Any person or persons requesting facility time.

2. Responsibilities

- 2.1. Council to:
 - 2.1.1. Approve amendments to the policy.
- 2.2. Department Heads to:
 - 2.2.1. Review policy recommendations and recommend policy to Council.
- 2.3. City Treasurer to:
 - 2.3.1. Ensure the policy is enforced in a fair and consistent manner and ensure that a periodic ongoing review is undertaken.
- 2.4. Manager of Community Services to:
 - 2.4.1. Ensure that all requests received from organizations for facility rental are screened.
 - 2.4.2. Ensure that all organizations adhere to the guidelines of the policy.

3. General Procedures

- 3.1. Organizations receive approval from Recreation and Culture for a level of credit equal to one (1) month's facilities rental billings.
- 3.2. Invoicing is prepared by Treasury Division monthly and due by the organization upon receipt.
- 3.3. Where payment is not received within a thirty (30) day period, a reminder statement is forwarded to the organization.
- 3.4. Failing payment, the Treasury Division will notify the organization by phone and follow-up in writing that booked facility time will be cancelled if payment is not made within twenty-four (24) hours. If payment is not made, Recreation and Culture is notified and access to facilities is refused.
- 3.5. Notwithstanding clause 03.04, if special circumstances of a nature which cause the delay of a payment, through no fault of the organization, the Chief Administrative Officer may extend the period of payment.
- 3.6. Organizations having action under clause 03.04 taken against them two (2) times in one (1) season will then require prepayments of rentals prior to each month's facility rentals. (No access would be allowed until this deposit is received.)
- 3.7. Failing payment of the deposits on a regular basis, the organization would then be required to place a "Performance Bond" with the City for an amount equal to their projected rental value for the season.
- 3.8. Where an organization demonstrates adherence to the policy after progressive action has been taken, they may be reverted back to the next level of credit.
- 3.9. Where no credit is extended to an organization or individual, payment for facility rentals must be received in advance of the rental.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: City Council
Approval Date: June 30, 1987

Revision Approval Dates:
Review Due:

Policy Manager: Director, Finance Services
Department Contact: Manager, Finance Services

Legal References:
Cross References: