

CORPORATION OF THE MUNICIPALITY OF CLAVIN



BY-LAW NO. 2026-23

BEING A BY-LAW OUTLINING RECREATIONAL FACILITIES RENTAL AGREEMENTS, RENTAL RULES AND REGULATIONS

WHEREAS, section 10 (1) of the Municipal Act, 2001 c.25 states that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public. 2006, c. 32, Sched. A, s. 8.

AND WHEREAS, the Council of the Corporation of the Municipality of Calvin find it desirous to repeal By-law 2021-028, "Being a By-Law to amend By-Law 2020-020 and By-Law 2020-25- "A Policy Outlining the Terms and Conditions and Fees For the Rental of the Calvin Community Centre and Its Equipment (Commonly known as the Hall Rental and Equipment Use Policy) to remove Pandemic Screening, Contact Tracing and Vaccination Requirements"; for the purpose of removing user fees from the by-law and to update the policies,

AND WHEREAS the Council of the Corporation of the Municipality of Calvin deems it expedient to amend and repeal all resolutions, by-laws, or part of by-laws, which are contrary to or are inconsistent with this by-law,

NOW THEREFORE the Council of the Municipality of Calvin **ENACTS AS FOLLOWS:**

1. That the Recreational Facilities rental agreement shall become part and parcel of this by-law as Schedule "A",
2. That the rental rules and regulations for the Community Centre shall become part and parcel of this by-law as Schedule "B",
3. That the rental rules for Recreational Facilities shall become part and parcel of this by-law as Schedule "C",
4. That the user fees, as amended from time to time, will be included in the Fees and Charges By-Law.
5. That all other By-Laws pertaining to the rental of recreational facilities be repealed.

READ AND PASSED this 26th day of MAY, 2026.

Mayor

Clerk, CAO
Deputy Clerk

Schedule "A" to By-Law 2026-23

Municipality of Calvin Recreational Facilities Rental Agreement

Between the Municipality of Calvin and the Applicant(s)

Application Information:

Name (individual/organization) _____

Contact Name _____

Address _____ Postal Code _____

Phone # (____) _____

Will be renting: The Community Centre _____ Ball Diamond _____ Skating Rink _____ Soccer Field _____

Rental Date(s) _____ Arrival Time: _____ Departure Time: _____

Rental Fee \$ _____ Security Deposit Fee \$ _____

Liquor License Approval # _____

Number of people expected _____ Use of the television requested? _____

I/We have read and understand the rules and regulations attached to By-Law #2026-23 of the Municipality of Calvin pertaining to the rental of Recreational Facilities owned and operated by the Municipality of Calvin. I/We further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy that exceeds the deposit. I/We also understand that an additional charge will be applied for not returning the key for the community centre as per the user fee by-law, as amended from time to time. I/We have previewed the facility to fully understand the pre-condition of the facility to ensure to return it back to its original condition with Municipal staff.

Signature

Print Name

Date

Township Authority Signature

Date

Key Issued (Date)

Schedule "B" to By-Law 2026-23

Municipality of Calvin Community Centre Rental Rules and Regulations

1. The community centre shall be rented to adult persons, 19 years plus only. The contact person(s) shall be in attendance for the duration of the function and shall be responsible for the contractual agreement provided in Schedule "A" to this By-Law.
2. The Applicant will be responsible for the set up, tear down and cleaning of the community centre during the agreement period.
3. The list of expected clean up is posted in the kitchen area of the community centre.
4. All garbage and recyclables are to be removed from the community centre by the applicant and placed in the bin at the rear of the building.
5. No unauthorized alcohol shall be permitted inside or outside of the community centre.
6. Consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Ontario, as well as the Municipality of Calvin's Alcohol Policies. A copy of the Special Occasion Permit shall be provided to the Municipal Office a minimum of one business day prior to the event. The Permit must be posted in a conspicuous place in the community centre during the event.
7. All exit doors shall always remain unblocked.
8. No exposed candles may be used.
9. The lessee agrees that use of the community centre beyond the period stated on the application will be subjected to additional rental fees.
10. It is understood that the applicant shall indemnify and hold the Municipality of Calvin harmless from and against all claims or demands with respect to the use of the community centre. The Municipality of Calvin is not responsible for personal injury or damages or for loss of personal items or equipment of the applicant or anyone attending.
11. No smoking or vaping inside of the community centre. No smoking or vaping within 20 meters of any entrance or exit of the community centre as per the Smoke Free Ontario Act, 2017, as amended from time to time.
12. The community centre follows regulations of the Ontario Building Code and Ontario Fire Code for capacity limits. With seating and tables, the maximum capacity shall be 166 people.
13. Keys will be picked up, only on the last business day before the event and returned to the lock box, located at the entrance. This allows time for the community centre to be inspected to determine the return of the deposit.
14. Thumbtacks, tape are not permitted to affix decorations to walls or the ceiling.
15. No camping, or overnight use of the community centre is permitted. The premises shall be vacated by 2:30 a.m.
16. Cancellations with 72 hours notice prior to the event time listed in the application will receive 100% of fees returned. Cancellations with less than 72 hours notice will receive 75% of fees returned.

Schedule "B" to By-Law 2026-23

Community Centre Rental Rules and Regulations

The Community Centre is owned and operated by the Municipality of Calvin and has been developed to ensure long term enjoyment for all the Municipality and area residents. The deposit and checklist help safeguard the Municipality's ability to maintain a safe and pleasant environment for all.

We ask that you please review this checklist following usage of the Community Centre to ensure all rules and regulations have been complied with. At the termination of the applicant's use the area should be surrendered in the same manner of cleanliness and repair as it was upon commencement of use.

One or more of the violations of the items below will result in the damage deposit not being returned. Additional costs to rectify damages will be invoiced to the applicant at cost for the repairs.

- Floors have been swept
- Kitchen is clean, stoves are shut off, dishwasher is emptied and shut off.
- Dishes and appliances are clean and returned to their original location.
- All running water has been shut off including the washrooms.
- All garbage and recyclables have been placed in the green container behind the Community Centre. The key is behind the fridge in the kitchen.
- Tables and chairs have been cleaned, stacked and returned to the original location.
- Bathrooms are clean and in proper order.
- Decorations have been removed without any marks or damages to the walls or ceilings of the Community Centre.
- All lights have been shut off (including washrooms)
- All doors and windows have been closed, and the Community Centre has been properly secured.
- Ensure that the grounds of the Community Centre are clean of garbage, cigarette butts etc.
- Key has been returned

Office Use Only:

Municipal staff has inspected the Community Centre with the applicant and noted the following deficiencies prior to the rental:

_____ It was returned in its original state.

_____ Has not been returned in its original state for the following reasons:

Deposit has been returned to the applicant on _____ by _____.

Schedule “C” to By-Law 2026-23

Recreational Facilities Rental Rules and Regulations

Ball Diamond/Soccer Field/Skating Rink

1. Recreational facilities shall be rented to adult persons only, 19 years of age and older. The contact person(s) shall be in attendance for the duration of the function and shall be responsible for the contractual agreement provided in Schedule “A” to this By-Law.
2. All garbage and recyclables shall be picked up from the grounds and placed in the bins that are available at each facility.
3. No unauthorized alcohol shall be permitted on Municipal property.
4. All decorations used at an event will be removed from the premises at the end of the rental term identified in the contract.
5. The lessee agrees that use of the facility beyond the period stated in the application will be subject to additional rental fees.
6. No smoking or vaping on or in Municipal facilities as per the Ontario Smoke Free Act, 2017, as amended from time to time.
7. Facility lighting will be shut off when leaving the premises, if applicable.
8. It is understood that the applicant shall indemnify and the Municipality of Calvin harmless from and against all claims or demands with respect to the use of its recreational facilities. The Municipality of Calvin is not responsible for personal injury or damages or for loss of personal items or equipment of the applicant or anyone attending.
9. Any equipment that belongs to the Municipality of Calvin will remain on the property for its intended use, such as but not limited to, baseball bases and goalie nets.
10. No overnight camping is permitted on Municipal property.
11. Motor vehicles are not permitted outside of the parking lots provided by the Municipality.
12. Pets must be leashed and under the control of the owner while on the premises. The pet owner will ensure that they “poop and scoop” any feces that has been left behind by their pet.