

SUMMER VILLAGE OF CRYSTAL SPRINGS
POLICY #30-2020

SUBJECT: Day Park Pavilion Rental and Use

DEPARTMENT: Administration

ADOPTED AND APPROVED BY COUNCIL: February 20, 2020

PURPOSE OF THIS POLICY

This policy sets out the Administrative process to be followed for the rental and use of the Day Park Pavilion when the use of heat, power and/or other facilities are requested.

DEFINITIONS

1. **Administration:** The Chief Administrative Officer (CAO) and/or staff.
2. **Council:** the elected Council of the Summer Village of Crystal Springs.
3. **Day Park Pavilion:** the Community building located in the Crystal Springs Day Park (Pavilion).
4. **The Village:** the entity of The Summer Village of Crystal Springs.

BACKGROUND

The application and agreement (attached) apply only to the use of the Day Park Pavilion. Residents and visitors to the area may be using some of the other Day Park facilities during the Pavilion rental period. Casual use of the Pavilion without access to the heat, power or other facilities does not require an application.

The Summer Village Office will authorize the use of the Pavilion for community groups who may wish to use the Pavilion on a day use basis. The Pavilion may only be used for non-profit events.

If the function for which the pavilion is being rented is a Summer Village of Crystal Springs community event, the renter may request that the rental fee be waived.

All applications for use of the Pavilion must be submitted to the Summer Village Office at least two (2) weeks prior to the event. The Summer Village has the right to withdraw or deny the use of the Pavilion by any Organization or Group. The Group using the Pavilion shall be held responsible for any damages or losses to the Pavilion.

Pavilion Users are required to adhere to the Summer Village of Crystal Springs Bylaws and Policies.

The person who has signed the rental agreement must follow the requirements as set out in the Rental Agreement.

Rentals of the Day Park are to be summarized for Council review each year.

RENTAL FEES

Fees will be charged as follows: Day Use \$ 100.00 Refundable Deposit \$ 100.00

The above fee includes the cost of a Pavilion inspection prior to the event, the posting of a "Private Function Only" sign at the pavilion, and an inspection of the facility following the event.

A fee of \$35 per hour will be levied against the damage deposit for any cleaning required. The repair of any damages or losses will be charged against the damage deposit and if in excess of the deposit, the costs will be charged to the renter.



Summer Village of Crystal Springs

Box 100, Summer Village of Ma-Me-O Beach, AB T0C 1X0
Tel: Office: 780-586-2494
Email: information@svofficepl.com

APPLICATION FOR COMMUNITY USE OF CRYSTAL SPRINGS DAY PARK PAVILION

Name of Organization or Group: _____

Date: _____ Hours of Function: _____

Purpose of Function: _____

I hereby certify that:

- I, personally, will be present during the time the function is in progress,
- I shall be responsible for any damage to or loss of property belonging to the Summer Village of Crystal Springs,
- I will ensure that everyone who attends this function adheres to all Bylaws and Policies of the Summer Village of Crystal Springs during the setup, take down and duration of our event at the Crystal Springs Day Park Pavilion, and
- I have read and understand the requirements as set out in the Day Park Pavilion Community Use Policy (attached).

This is a Summer Village of Crystal Springs Community Event. I request that the rental fee be waived.

Name: _____

Mailing Address: _____

Crystal Springs Address (if applicable): _____

Phone Number: _____

E-Mail Address: _____

Signature: _____

Administrative Use ONLY

Deposit Paid: _____ Fee Paid: _____ Fee Waived: _____

Day Park Supervisor Notified: _____

Approval by Summer Village Office: _____

NOTE

The Day Use Fee may be waived for Public Functions that are open to the Crystal Springs community at large that have prior approval from the Recreation Board.



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COMMUNITY USE POLICY CRYSTAL SPRINGS DAY PARK PAVILION

The Crystal Springs Day Park Pavilion (Pavilion) is located in the Summer Village of Crystal Springs Day Park near the intersection of Crystal Springs Drive and Crystal Close. The Day Park facilities include the Pavilion, children's play area, natural reserve areas, walking paths, a lake viewing platform, and pathway access to Pigeon Lake. NOTE: The pier and boat moorage at the lake are for private use only.

The application and agreement apply only to the use of the Pavilion. Residents and visitors to the area may be using some of the other Day Park facilities during the Pavilion rental period. Casual use of the Pavilion without heat, power, or other facilities does not require an application.

The Summer Village Office will authorize the use of the Pavilion for community groups who may wish to use the Pavilion on a day use basis. The Pavilion may only be used for non-profit events. If this is a Summer Village of Crystal Springs Community Event, you may request that the fee be waived.

Applications for use of the Pavilion must be submitted to the Summer Village Office at least two (2) weeks prior to the event. The Summer Village has the right to withdraw or deny the use of the Pavilion by any Organization or Group. The Group using the Pavilion shall be held responsible for any damages or losses to the Pavilion.

Please note that the only wastewater facility at the Pavilion is a single outhouse. For Groups with more than 30 participants, the renter is required to provide additional washroom facilities.

Pavilion Users are required to adhere to the Summer Village of Crystal Springs Bylaws and Policies including:

- Campfires are not allowed in Crystal Springs park areas.
- Fireworks require a Permit.
- Smoking is not permitted in the Day Park.
- Alcohol use must follow Provincial Regulations.
- Cannabis and vaping use are prohibited in Public places including the Day Park in Crystal Springs.
- All garbage including cigarette butts must be collected and deposited into the garbage bin provided.
- There is no overnight camping at the Day Park.

The person who has signed the rental agreement must ensure that lights and heaters are turned off and that the storage shed is locked following the event.

Activities in the Day Park shall commence no earlier than 8:00 AM and shall conclude with all participants vacating the Day Park on or before 11:00 PM.

RENTAL FEES

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A fee of \$35 per hour will be levied against the damage deposit for any cleaning required. The repair of any damages or losses will be charged against the damage deposit and if in excess of the deposit, the costs will be charged to the renter.