



**Town of Altona  
Public Use of  
Municipal Facilities Policy**

## **POLICY STATEMENT**

The Town of Altona (“the Town”) is dedicated to delivering quality cultural, recreational and social opportunities for the people of Altona and surrounding area. All age groups and organizations will be provided with accessible, inclusive, affordable and safe access to Town facilities.

## **PURPOSE**

The intent of the policy is to provide clear guidance and direction to Town staff as to the fair and equitable allocation of the Town facilities. The policy ensures that Town facilities are operated in a fiscally responsible manner. Administration is responsible for striking a balance between generating revenue to offset the operating costs of the facilities and ensuring affordable access.

## **DEFINITIONS**

**Altona & Area Recreation District:** the service area defined as within the Town of Altona and Municipality of Rhineland municipal boundaries (including Gretna and Rosenfeld).

**Booking Clerk:** the Town of Altona department manager or a designated employee who is responsible for the approval or refusal of rental requests. The booking clerk will ensure all required documentation and payments are received as per the Town’s policies and procedures.

## **PRINCIPLES**

1. Every resident of the Town, regardless of ancestry, nationality or ethnic background, religious beliefs, age, sex, gender identity, sexual orientation, physical or mental disability, marital or family status, source of income, political beliefs, or social disadvantage, has a right to reasonable and equitable access to quality cultural, recreational and social opportunities.
2. Town facilities were designed with all forms of recreation in mind and will be operated and maintained to provide for both organized and casual leisure opportunities.
3. All efforts should be made to continuously improve the recovery of costs for all services and programs with the objective that costs are paid by the direct users instead of the community at large.

4. The Chief Administrative Officer or delegate has the sole authority to cancel a facility rental in instances of emergency response and or when deemed in the best interest of residents.
5. Facility rentals will not be permitted for businesses, organizations or individuals who, in the sole discretion of the Chief Administrative Officer, are inappropriate for the Town in that their programs, services or business activities do not align with the Town of Altona values. Examples of unauthorized rentals would include those that:
  - Promote illegal activities;
  - Promote harm toward any specific group or individual;
  - Create fiscal hardship for the Town and/or its residents; and/or
  - Make the rental inappropriate for reasons not specified herein.
6. This policy requires that any Renter or user group uphold municipal, provincial and federal standards and regulations inclusive of health and safety and support environmental, accessible and inclusive practices.

## **SCOPE**

This Policy applies to all facilities under the management and administration of the Town of Altona. See **Appendix A** for a complete facilities list that this policy applies to and the Town department responsible for the overall management, operations and maintenance of each facility. All standing user agreements that the Town has formally entered into supersede the Public Use of Municipal Facilities Policy where applicable.

## **POLICIES & PROCEDURES**

### **1.0 FEES & CHARGES**

The fees and charges for facility rentals are identified in **Appendix B** and will be established by the Committee of the Whole upon recommendation from the Recreation Services Manager and approved by the Town Council.

## **2.0 FACILITY DONATIONS**

- 2.1 Local non-profit organizations and groups pre-approved by Committee of the Whole (see **Appendix C** for pre-approved list) shall qualify for a \$100 discount toward a one-time facility rental each calendar year.
- 2.2 Any requests for special rates, discounts or donation of space over and above 2.1 must be requested through Committee of the Whole.
- 2.3 The allocation of donated spaces will be based on the availability and the Booking Clerk's discretion, taking the priority allocation system into consideration.

## **3.0 PRIORITY ALLOCATION SYSTEM**

In general, the Town's priority allocation system for use of municipal facilities is as follows:

- (a) Town programs, services or events that are endorsed by the Town of Altona Council and/or are directly funded by the residents of Altona.
- (b) Programs, services or events provided by regular user groups in good standing with the Town. This applies during the "in-season" of seasonal facilities.
- (c) Programs, services or events provided by local non-profit organizations in good standing with the Town.
- (d) Programs, services or events offered by private groups, organizations or individuals whose primary purpose is to make a profit (i.e., private users).

Detailed allocation priorities for each facility are provided in **Appendix D**.

## **4.0 FACILITY RENTALS**

- 4.1 A facility rental requires a facility rental request form (see **Appendix E**) to be completed and submitted to the booking clerk. Facility rental request forms are available on the Town's website or in person at the Millennium Exhibition Centre or Civic Centre.
- 4.2 A facility rental can be reserved up to 14 months in advance of the proposed rental start date unless otherwise stated in this policy.
- 4.3 All facility rental changes must be approved by the Booking Clerk. No user group has the power to reschedule facility rentals on its own. Any schedule changes must be negotiated by all the groups involved and fees will be charged to the organization using it at their regular rates.

- 4.4 All initial allocations for the “in-season” use of a facility will be made by the Booking Clerk at a meeting with regular user groups approximately three weeks before the opening date of the facility. Any disputes that cannot be resolved by the Booking Clerk and the user groups will be settled by Committee of the Whole. The Committee reserves the right to revoke any group’s privileges which, in their opinion, are not being utilized properly.
- 4.5 All other facility rental requests can be made following the regular user group’s requests. Space will be allocated based on highest perceived benefit to the community.
- 4.6 The Booking Clerk shall ensure that space allocated considers and reflects a positive economic benefit to the Town. This includes impacts to revenue and the economic gain to the community, which may result in the arranging of requests to accommodate the most users and maximize facility usage and/or long-range special event permitting, taking the priority allocation system into consideration.
- 4.7 The Booking Clerk will use the priority allocation system as a guide to resolve instances where multiple facility rental requests are made for the same date and/or time.
- 4.8 Events that are canceled due to inclement weather will not be charged to that particular group using the facility as determined by the Booking Clerk.
- 4.9 All regular user groups are encouraged to take note of school days off (i.e., in-service and administrative days) during which facilities will be available for additional rentals.
- 4.10 Any group who wishes to cancel a facility rental must give 30 days notice. If cancellation occurs with more than 15 days notice and the facility is not able to be utilized by another user, that group will forfeit 50% of their deposit. If cancellation occurs with less than 15 days notice, that group will forfeit their deposit.
- 4.11 If the Town of Altona must cancel use of the facility for any reason such as fire, flood, acts of God, unforeseen circumstances, etc., the Town of Altona is not responsible for any costs incurred by the renter by such cancellation.
- 4.12 The Rhineland Pioneer Centre and Millennium Exhibition Centre will be available for use by the Manitoba Sunflower Festival. This takes priority over all other bookings.

## **5.0 INSURANCE**

- 5.1 Insurance requirements for the Renter and minimum scope of coverage may include, but is not limited to:
- Commercial General Liability Insurance
  - All Risk Property Insurance
  - Directors and Officer Liability Insurance
  - Abuse Liability Insurance
  - Tenant Legal Liability Insurance
- 5.2 The Town of Altona shall be added as Additional Insured and the coverage shall contain no special limitation on the scope of protection afforded to the Town.
- 5.3 Non-sporting related rentals not involving alcohol or where attendance does not exceed 150 people may not need liability insurance coverage unless required by the Booking Clerk.
- 5.4 The Renter shall provide a verification of coverage prior to the commencement of rental to the Booking Clerk.
- 5.5 The duration of the insurance policy shall be from the date and time of occupation until the date of vacancy.
- 5.6 The Town reserves the right to require complete, certified copies of all required insurance policies and to accept or reject the Renter's insurer.

## **6.0 PERMITS**

- 6.1 Approved Renters are responsible for securing licences, permits or approvals as required.
- 6.2 Renters are not permitted to use the Town's legal name or logo on any promotional materials without the prior written consent from the Town.

## **7.0 CONTROL**

- 7.1 Town of Altona Council will approve the Public Use of Municipal Facilities Policy.
- 7.2 The CAO and department managers will ensure staff adhere to the Public Use of Municipal Facilities Policy.
- 7.3 The Booking Clerk will act as the primary liaison for the Town of Altona facilities; and book facility spaces in accordance with Public Use of Municipal Facilities Policy.
- 7.4 The Renter will act as the primary point of contact between the Booking Clerk for matters pertaining to the rental inclusive of payment, submission of documentation

## Town of Altona Public Use of Municipal Facilities Policy

providing feedback/concerns to the Town and ensuring adherence to all rental rules, regulations, terms and conditions by all users/attendees.

### **RELATED POLICIES, BY-LAWS & APPLICATIONS**

Fees & Charges By-law

Municipal Facilities Operations Policy

Facility Rental Agreement

### **COMPLIANCE**

Adherence to the policy is a Town employee requirement. In cases of policy violation, the Town may investigate and determine appropriate corrective action.

## **APPENDIX A – LIST OF MUNICIPAL FACILITIES AVAILABLE FOR PUBLIC USE / PRIVATE RENTAL**

### **Managed by Recreation Services:**

Access Field Baseball Diamond, including:

- Fieldhouse

Ash Park, including:

- Shelter
- Basketball / ice hockey pad

Centennial Park, including:

- Baseball diamonds
- Batting cages
- Beach volleyball court
- Disc golf
- Portable fire pit
- Shelters
- Stage
- Tennis courts

Community Garden Pavilion

Millennium Exhibition Centre, including:

- Altona Curling Arena
- Altona Curling Lounge
- Community Centre / Lobby
- Craft Meeting Room
- Elks Playland
- Mini-sticks Arena
- Short court
- Small Meeting Room
- Sunflower Gardens Arena
- Training Tunnel
- Walking track

Rhineland Pioneer Centre, including:

- Hall
- Kitchen
- Stage area

Gallery in the Park, including

- Building
- Grounds / Sculpture Garden

### **Managed by Administration:**

Altona Civic Centre, including:

- Conference Room
- Council Chambers



**APPENDIX B – FEE STRUCTURE**

**as at October 24, 2023 (all rates include GST unless otherwise indicated)**

<b>Millennium Exhibition Centre</b>		
Entire facility	\$1,000.00	per day
Parking lot	\$50.00	per day
Small Meeting Room	\$55.00	up to 4 hours
	\$80.00	over 4 hours
Craft Room (coffee service included)	\$75.00	up to 4 hours
	\$125.00	over 4 hours
Community Centre	\$250.00	per day
<b>Walking Track</b>		
Small Section	\$25.00	per day
Large Middle	\$50.00	per day
Complete Space	\$75.00	per day
Drop-in fee	\$1.00	per person
Monthly membership pass	\$11.00	per person
6-month membership pass	\$50.00	per person
Short Court equipment rental	\$5.00	
<b>Note:</b> Users shall have access to arena dressing room showers provided it does not conflict with other user groups.		
<b>Sunflower Gardens Arena</b>		
<i>(ice-in season, all rates include GST)</i>		
<b>Note:</b> Prime hours are Monday to Friday, 5:00 PM to 11:00 PM and all day Saturday and Sunday Non-prime hours are Monday to Friday, 7:00 AM to 5:00 PM Non-prime rate = 25% off prime rate		
Public skating <i>(minimum donations of \$2,000 in lieu of admission fees)</i>	Free	per person
Youth Groups (non-prime hours)	\$76.50	per hour
Altona Skating Club	\$96.00	per hour
Altona Minor Hockey	\$102.00	per hour
Altona Minor Hockey tournaments / special events	\$111.00	per hour
Adult groups / Casual rentals	\$141.00	per hour

**APPENDIX B – FEE STRUCTURE (continued)**  
**as at October 24, 2023 (all rates include GST unless otherwise indicated)**

<b>Sunflower Gardens Arena</b> <i>(ice-in season, all rates include GST)</i>		
W.C. Miller Collegiate Aces		
Practices and regular season games	\$141.00	per hour
Playoff games	60/40	gate split only
Weekday usage between 8:00 AM and 3:30 PM	\$0	as per user agreement
Weekday usage before 8 AM	\$57.00	per hour
Altona Maroons Senior Hockey Club		
Games	\$191.00	per hour
Practices	\$141.00	per hour
Casual shinny	\$55.00	per hour
<b>Sunflower Gardens Arena</b> <i>(ice-out season)</i>		
Sunflower Gardens Arena	\$30.00	per hour
Sunflower Gardens Arena	\$315.00	per day
Sunflower Gardens Arena + Altona Curling Club Arena	\$350.00	per day
<b>Rhineland Pioneer Centre (Licensed capacity = 514)</b>		
Kitchen – Light use	\$50.00	per day
Kitchen – Full use	\$100.00	per day
Stage only	\$50.00	per day
Hall – Craft sales only	\$375.00	per day
Hall – All other events <i>(includes use of audio-visual and public address system, caretaking following event)</i>		
up to 100 people	\$300.00	per day
100 - 200 people	\$400.00	per day
200 - 400 people	\$500.00	per day
over 400 people	\$600.00	per day
Corkage fees		
Closed events <i>(ice + premix + cups + bartenders)</i>	Open, ticketed events <i>(ice + premix + cups + bartenders + security)</i>	Units sold
\$425.00	\$800.00	0 - 20
\$525.00	\$950.00	21 - 40
\$700.00	\$1,350.00	41 - 60
\$850.00	\$1,650.00	61 or more

**APPENDIX B – FEE STRUCTURE (continued)**  
**as at October 24, 2023 (all rates subject to GST unless otherwise indicated)**

<b>Rhineland Pioneer Centre</b>		
<b>Notes:</b>		
<ul style="list-style-type: none"> <li>- Bartender hours are from 8:00 p.m. to 1:00 a.m. (additional time @ \$20/hour per bartender)</li> <li>- The Recreation Office will supply bartenders from an approved list.</li> <li>- If kitchen is being used, it must be left clean as found.</li> <li>- One unit = 25 oz or 750 ml bottle of liquor, 24 bottles of beer or alcoholic beverage or 2 litres of wine</li> <li>- A flat corkage fee of \$100 applies to events with wine on tables only.</li> <li>- Regular corkage fees apply to all units for events if there is a bar and wine on the tables.</li> </ul>		
<b>Altona Curling Club</b> <i>(ice-in season)</i>		
Kitchen – Light use only	\$50.00	per day
Lounge only	\$150.00	per day
Lounge with kitchen and bar access Licensed capacity = 145	\$350.00	per day
<b>Notes:</b>		
<ul style="list-style-type: none"> <li>- Additional costs for bartenders will apply for events requiring bar service.</li> <li>- The Recreation Office will supply bartenders from an approved list.</li> </ul>		
<b>Altona Curling Club</b> <i>(ice-out season)</i>		
Arena	\$175.00	per day
Main Floor	\$50.00	per day
Kitchen – Light use	\$50.00	per day
Kitchen – Full use	\$100.00	per day
Lounge – All events	\$150.00	per day
<b>Corkage fees</b>		
Closed events <i>(ice + premix + cups + bartenders)</i>	Open, ticketed events <i>(ice + premix + cups + bartenders + security)</i>	Units sold
\$425.00	\$800.00	0 - 20
\$525.00	\$950.00	21 – 40
\$700.00	\$1,350.00	41 – 60
\$850.00	\$1,650.00	61 or more

**APPENDIX B – FEE STRUCTURE (continued)**  
**as at October 24, 2023 (all rates subject to GST unless otherwise indicated)**

<b>Gallery in the Park</b>			
Outdoor private functions		\$150.00	per day
Indoor and outdoor functions		\$300.00	per day
Bus tours <i>(recommended donation)</i>		\$5.00	per person
<b>Aquatic Centre</b>			
Private rental		\$140.00	per hour, plus \$1.00 per person
Category	Day	Season	
Preschool	Free	Free	with paid entry
12 years and under	\$5.25	\$77.00	per person
Student / Senior	\$6.25	\$87.00	per person
Adult	\$7.25	\$97.00	per person
Family	\$20.00	\$225.00	per family
3-Day Family Pass		\$46.00	per family
Observer	\$4.25	\$45.00	per person
Aquasize	\$5.00	\$75.00	per person
<b>Swimming Lessons</b>			
Duck to Level 5 (30 minutes)		\$70.00	per person
Level 6 to 8 (45 minutes)		\$75.00	per person
Level 9 to 10 (60 minutes)		\$80.00	per person
Family Lesson Pass		\$240.00	per family
Adult Lesson (30 minutes)		\$75.00	per person
Adult Lesson (60 minutes)		\$100.00	per person
Life Saving (not including manual)		\$145.00	per person
<b>Campground</b>			
Serviced site		\$25.00	per night
<b>Notes:</b>			
- \$10.00 non-refundable reservation fee applies.			
- Stay 6 consecutive nights, get your 7 <sup>th</sup> night free.			
Unserviced site		\$12.00	per night
<b>Note:</b>			
- Drop-in rate, only on busy weekends, no reservations accepted			

**APPENDIX C – PRE-APPROVED LIST OF LOCAL NON-PROFIT ORGANIZATIONS AND GROUPS**

Altona & Area Family Resource Centre  
Altona & District Chamber of Commerce  
Altona Community Action Network  
Altona Curling Club  
Altona Elks  
Altona Girls Minor Softball  
Altona Junior Bisons  
Altona Maroons  
Altona Minor Baseball  
Altona Minor Hockey  
Altona Panthers Special Olympics Club  
Altona Senior Bisons  
Altona Skating Club  
Altona Youth Soccer  
Blue Sky Opportunities  
Curtis Klassen Memorial Fund  
Furever Friends  
Kiddie Sunshine Centre  
Legends Car Club  
Love Well Women’s Drop In Centre  
Pembina Valley Pride  
Regional Connections  
Rhineland Food Bank  
SEED in the RPGA  
Steps Toward Reconciliation  
The Community Exchange  
Youth For Christ Altona

**APPENDIX D – PRIORITY ALLOCATION SYSTEM**

The table below sets out the recommended priorities for the Booking Clerk to use at their discretion when determining the allocation of a municipal facility.

<b>FACILITY</b>	<b>PRIORITY 1</b>	<b>PRIORITY 2</b>	<b>PRIORITY 3</b>
Access Field	Community Associations	Rentals/Programs	Casual Use
Aquatic Centre	Programs	Rentals	Casual Use
Ash Park	Community Associations	Rentals/Programs	Casual Use
Centennial Park	Community Associations	Rentals/Programs	Casual Use
Community Garden Pavilion	Altona Community Action Network Programs	Rentals	Casual Use
Sunflower Gardens Arena (ice in season)	Community Associations	Rentals/Programs	Casual Use
Sunflower Gardens Arena (ice out season)	Recreation Programs	Rentals	Casual Use
Curling Arena (ice in season)	Altona Curling Club	Rentals/Programs	Casual Use
Curling Arena (ice out season)	Recreation Programs	Rentals	Casual Use
Rhineland Pioneer Centre	Rentals	Recreation Programs	Community Groups
Meeting Rooms	Rentals	Recreation Programs	Community Groups

**APPENDIX D – PRIORITY ALLOCATION SYSTEM (continued)**

<b>FACILITY</b>	<b>PRIORITY 1</b>	<b>PRIORITY 2</b>	<b>PRIORITY 3</b>
Community Centre / Lobby	Arena activities	Rentals/Programs	Casual Use
Walking Track	Rentals/Programs	Track Memberships	Casual Use
Short Court	Rentals	Recreation Programs	Casual Use
Elks Playland	Recreation Programs	Casual Use	N/A
Gallery in the Park	Rentals	Recreation Programs	Casual Use
Altona Civic Centre	Town of Altona Use	Town of Altona Committees	Community Group Use

**APPENDIX E – FACILITY RENTAL REQUEST FORM**

APPLICANT: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

**RENTAL DETAILS:**

FROM: DATE \_\_\_\_\_ TIME \_\_\_\_\_  AM  PM

TO: DATE \_\_\_\_\_ TIME \_\_\_\_\_  AM  PM

**ACCESS FIELD**

**AQUATIC CENTRE**

**ASH PARK**

SHELTER

BASKETBALL / ICE HOCKEY PAD

**CENTENNIAL PARK**

BASEBALL DIAMOND # \_\_\_\_\_

BEACH VOLLEYBALL COURT

PORTABLE FIRE PIT

STAGE

BATTING CAGES

DISC GOLF

SHELTER # \_\_\_\_\_

TENNIS / PICKLE BALL COURT # \_\_\_\_\_

**COMMUNITY GARDEN PAVILLION**

**MILLENNIUM EXHIBITION CENTRE**

CURLING ARENA

COMMUNITY CENTRE / LOBBY

ELKS PLAYLAND

SHORT COURT

SUNFLOWER GARDENS ARENA

WALKING TRACK

CURLING CLUB LOUNGE

CRAFT MEETING ROOM

MINI-STICKS ARENA

SMALL MEETING ROOM

TRAINING TUNNEL

**RHINELAND PIONEER CENTRE**

HALL

LOBBY

KITCHEN

STAGE AREA

**GALLERY IN THE PARK**

BUILDING

GROUNDS / SCULPTURE GARDEN