

CASUAL USE OF COMMUNITY CENTRE ROOMS

PURPOSE

To maximize room use at the Kerrisdale Community Centre and provide a service to patrons. This policy will guide Centre staff in the allocation of unused space to Centre patrons.

CONTEXT

The goal of the Kerrisdale Community Centre Society is to have all rooms fully programmed or rented throughout the day; however, this is not always achieved. Patrons may be allowed free, casual use of Centre rooms available for some periods during the day on an *ad hoc* basis.

DEFINITIONS

Individual and sedentary activities include such activities as playing piano, studying, and playing cards.

Casual use is the unstructured and unscheduled use of an otherwise unused room for a limited period of time.

RESPONSIBILITY

The President of the Society, or delegate, is responsible for ensuring that the policy's provisions are adhered to. The Rentals Committee or Program Committee may advise the Executive of any recommended changes to this policy to ensure that those committees are able to fulfil their mandates.

POLICY SCOPE AND LIMITS

Kerrisdale Community Centre Society patrons may be given free access on a single day for limited periods of one hour or more time to rooms that are not in use by Society programs or by rental groups. Room use can only be reserved the same day as the proposed use. For such casual use, the Kerrisdale Community Centre provides only the room and whatever furniture and equipment are in the room at the time of use.

PROVISIONS OF THE POLICY

1. Approval Process

Patrons wishing to use a room will apply to a programmer or delegate for permission to do so. Casual room use will be approved for a specified period of time at the discretion of the programmers who will consider the following information in their decision:

- Potential liability,
- Suitability of room for proposed use,
- Logistical implications; e.g., room set up requirements for later events, and
- Nature of the planned activities; only primarily individual and sedentary activities are allowed.

2. Conditions of Casual Room Use

- Anyone given permission to use a room must leave a piece of valid identification with front desk staff for the duration of their use of a room.
- Room use is on a first-come, first-served basis. Room availability is subject to change; programming and paid rentals will always take priority
- The room must be left clean and restored to the condition in which it was found
- Any instruction or transfer of monies is prohibited
- No food or drink is allowed in the room
- The use of the space does not disturb or conflict with other patrons' or renters' use of the Kerrisdale Community Centre

3. Consequences of Non-compliance

Failure to disclose the nature of the activity taking place in the room or the contravention of any of the conditions may result in prohibition from casual room use for a minimum of twelve (12) months.

Related Documents:

Joint Operating Agreement (2018), Sections 7.2 (Programming Responsibilities) and 9 (Use Allocation for Jointly Operated Facilities):

Indemnity Agreement with Vancouver Board of Parks and Recreation and the City of Vancouver (February 2000)