

## USE OF PUBLIC BUILDINGS AND GROUNDS IN MISTUSINNE

### 1. THE COMMUNITY CENTRE

The Mistusinne Village Council seeks to support the development of community spirit, along with community involvement and cooperation through the provision of a Community Center. The former village office (the round building) shall be known as the Mistusinne Community Center.

#### 1.1 Access to the Community Center

The Community Center will house the administrative office for the Resort Village and as such, the administrative functioning of the Village will have first priority in using the Community Center.

- In allocating access to the Community Center to the public, priority will be given to activities that are ***open to all members of the community***. Examples could include its use as part of the Mistusinne Golf Fun Day, the Family Fun Day, community coffee gatherings, as a hosting venue for selling golf passes, as a staff room for staff members, and for meetings sponsored by Council.
  - Where such activities have prior approval by Council, there will be no charge for the use of the Community Center.
- The Community Center will also be made available for rent to ***private groups***. Examples might include cottage owners using it for family reunions or private organizations renting it for meetings.
  - Council will establish an hourly rental rate for private users as part of their annual Rate Review.
  - Minimum daily rental fees will be two hours rental; maximum daily rental fees will be seven hours rental.
  - Longer-term leases of the Center will be at the discretion of Council.
  - Where private users are serving alcohol, a permit shall be required.

#### 1.2 Booking the Community Center

The Village Clerk will take bookings for the use of the Center and maintain a booking log for its use as per the following guidelines:

- Ask community groups to first obtain prior approval from Council for its use at no charge.
- Ask private groups to complete and sign a *Rental Agreement for Public Buildings and Public Spaces*.
- Collect all fees for the use of the building.
- Issue a receipt upon collection of fees.
- Monitor the condition of the building (before and after use) to see that users maintain the building in appropriate condition.
- Report any needed repairs or upkeep to Council.
- Arrange for the purchase of cleaning supplies and coffee supplies for the building.
- Monitor the signing out of recreation equipment from the building.

## 2. THE MAINTENANCE BUILDING

### 2.1 Summer (seasonal) use of the Maintenance Building

The primary seasonal<sup>1</sup> purpose of the Maintenance Building is as a place to store, to service, and to repair village equipment, as well as the pump-house for the distribution of irrigation lake water and well water. However, as with the Community Centre, Village Council will, from time to time, support the development of community spirit by allowing occasional use of the Maintenance Building for public events such as public meetings or community special events.

- Occasional summer access to the Maintenance Building will be granted as per the provisions of #1.1 (see page 1).
- Priority will be given to activities that are ***open to all members of the community***; there will be no charge for such events.
- Occasional ***summer rental by private groups*** may be permitted with the following stipulations:
  - Bookings are made through the Village Clerk who grants access only after consultation with maintenance staff.
  - Charges, expectations and procedures will follow #1.2 (see page 1).
- Council discourages the use of the Maintenance Building as a 'social gathering place' during the ongoing work-day of maintenance staff.

### 2.2 Winter (off-seasonal) use of the Maintenance Building

- The primary off-seasonal<sup>2</sup> use of the Maintenance Building is ***heated storage*** of:
  - Water reserves for fire fighting in the 3 water tanks.
  - The village water truck with a filled water tank.
  - The snow removal tractor and equipment.
  - The trailer carrying the ice auger, pump and hose for accessing additional fire-fighting water from the lake.
- Occasionally private individuals may request short-term use of these heated facilities during the off-season. Such requests must be made to Council and will be dealt with on a case-by-case basis at Council table.
- Except in the cases of EMO personnel during an emergency or contracted service personnel, the only other persons with off-seasonal access to the Maintenance Building shall be: Village Councilors and Village Staff. Otherwise the public should not have access to the Maintenance Building during the off-season.

## 3. THE MISTUSINNE GATHERING PLACE (ADDITION AND GROUNDS)

The Mistusinne Gathering Place refers to the building addition on the side of the Maintenance Building and the picnic area around the site.

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<sup>1</sup> Seasonal being April 1<sup>st</sup> to October 1<sup>st</sup>.

<sup>2</sup> Off season being November 1<sup>st</sup> to March 31<sup>st</sup>;

### **3.1 Summer (seasonal) use of the Gathering Place**

- The main purpose of the summer use of the Gathering Place is to support the development of community spirit, along with community involvement and cooperation through the provision of a place for Mistusinne seasonal gatherings.
- Public rental use and hourly rates of the Gathering Place will be as per clause #1.2 (page 1), with preferential free access granted for activities that are ***open to all members of the community***.
- A locked storage cupboard will be provided for the use of the Community Social Committee. Folding tables will also be stored in the Gathering Place. Maintenance equipment will be removed from the Gathering Place during the summer season.
- When the indoor addition and the outdoor picnic area are scheduled for use for a community-wide event, users will be expected to clean up the site. However maintenance staff will be required, as needed, to:
  - Move picnic tables from other parts of the community and set them up,
  - Return the picnic tables after use,
  - Dispose of garbage that has been left behind in sealed in bags, and
  - Clean the washroom.

### **3.2 Winter (off-season) use of the Gathering Place (Addition)**

- During the off-season, the Addition will be considered to be part of the Maintenance Building and hence will provide additional heated storage for village equipment.

## **4. GENERAL PROVISION REGARDING ALL PUBLIC BUILDINGS**

- Permission to use and rental agreements shall always be made through the Village Clerk who will coordinate with the maintenance personnel.
- All public building and vehicles will be ***non-smoking*** at all times.
- Private users wishing to serve alcohol in public buildings must have a liquor license.
- The Village reserves the right to deny use of facilities or grounds where Council feels that the events are not congruent with the welfare of the Village.

## **5. USE OF OTHER PUBLIC SPACES**

- Use of the beach for special events such as weddings may be arranged for short periods of time by contacting the Village Clerk. The beach must be cleaned up after the event. Public fireworks during summer should only occur on the beach (see Zoning Bylaw). Any public fireworks require a permit from the Village Office.
- Requests for use of the golf course for private golf tournaments (other than the annual Mistusinne tournament) must be made to Council and will be dealt with on a case-by-case basis at Council table.
- Use of green spaces for short-term visitor parking of campers is covered under the Zoning Bylaw (see Village Clerk).
- Closing of streets for a public gathering should be arranged as per Policy #4.2.