



The Corporation of the District of North Vancouver

CORPORATE POLICY

Title	Use of Municipal Hall Meeting Room by Community Groups
Section	Facilities and Land

POLICY

It is the policy of Council that requests by community groups to use the Skyline meeting room will be granted free of charge if:

1. The requested meeting time coincides with an already scheduled DNV Council or Council Advisory Committee meeting where lobby security arrangements have already been made; and,
2. The meeting room is available.

Where a request falls on a night where no DNV Council or Council Advisory Committee meeting is scheduled, a rental charge sufficient to cover the cost of lobby security will apply and must be received prior to the booking being confirmed.

Eligible community groups must be not-for-profit and either based within the District of North Vancouver or demonstrably serve residents of the District. Individuals are not an eligible community group. For-profit organizations must seek and use commercially available meeting space elsewhere.

Policy approved on: January 8, 2024

Policy amended on:

PROCEDURE

1. Requests must be made to the Municipal Clerk's Office on the approved form.
2. The Administration Clerk will:
 - Ensure that meeting room is available on the date and time requested;
 - Check to see if the requested time coincides with an already scheduled evening DNV Council or Council Advisory Committee meeting;
 - If no DNV meeting scheduled, will inform the requestor and confirm agreement to cover the lobby security cost (payment to be received prior to booking being confirmed);

- Book the Commissionaire for the time required if not already scheduled for DNV meetings;
- Confirm by email with the requestor the date and time of booking and receipt of any lobby security payments or damage or equipment security deposits; and,
- Inform Facilities of the room booking.

Other terms and conditions

1. The Skyline meeting room is only available for booking on weeknights, excluding statutory holidays or other days that the District Hall is otherwise closed (e.g. Christmas break).
2. The Mayor may, at their sole discretion, authorize the use of either the Council Chambers or the Committee Room by community groups and at such other times as may be approved.
3. The Mayor may, at their sole discretion, authorize the use of a District Hall meeting space by a group other than an eligible community group as defined in this policy.
4. If a District staff member is required to attend after normal business hours to open the building, secure the building, or respond to any issues or alarms caused by the community group, the community group will be required to reimburse the District these extraordinary and unforeseen costs. Staff call-out costs will be in accordance with the Collective Agreement in place at the time. Community groups with outstanding debt to the District will have their room use privileges suspended until the debt is settled to the satisfaction of the Manager of Administrative Services.
5. The Mayor may, at their sole discretion and upon written request by a community group, waive any outstanding debt to the District owed by a community group for after hours staff call-out for opening or securing the building, or for alarms or other issues.
6. Lobby security cost will be based on the actual hourly rate of the security provider. A minimum number of hours may apply. Lobby security costs are non-refundable to the requestor if that amount is committed by the District and no longer refundable to it.
7. The Mayor may, at their sole discretion and upon written request by a community group, cover the rental fee intended to cover the lobby security cost through the Miscellaneous Funding Requests to Council corporate policy.
8. A damage deposit and/or an equipment security deposit may be required at the discretion of the Manager of Administrative Services.
9. No coffee, food, catering or support of this nature is provided by the District. Any such services are to be provided by, or retained by, the requestor.
10. The room will be provided in a clean and orderly manner. The room must be returned to the clean and orderly manner in which it was found.
11. Damage deposits and/or equipment security deposits may be used at the discretion of the Manager of Administrative Services if cleaning, repair of damage or repair or replacement of equipment is required.
12. The requestor is responsible for any unique setup of the room and is responsible for returning the room to "as found" condition.

13. The District reserves the right to withdraw approval of a meeting request on short notice when District business takes priority or under other unforeseeable circumstances at the discretion of the Manager of Administrative Services.
14. The serving of alcoholic beverages is not permitted in the District Hall unless, in exceptional circumstances, prior written permission has been granted by the Chief Administrative Officer and any specific conditions and terms, such as liability insurance and obtaining the required permit from the Liquor Control and Licencing Branch, are complied with and all requirements of the *BC Liquor Control and Licencing Act* are adhered to.