



**Administration Building Policy  
A-024-09**

Effective Date:  
December 14, 2023

**Part 1 Purpose**

- 1.1 The purpose of this policy is to provide for the community use of the Municipal Administration Building during and after normal business hours.

**Part 2 Holidays and Weekends**

- 2.1 Meeting rooms in the Administration Building will not be available for use during holiday closures and weekends.

**Part 3 Rooms Available for Use**

- 3.1 Rooms available for rent/use include:
  - 3.1.1 Council Chambers
  - 3.1.2 Upper-level Board Room
  - 3.1.3 Councillor's Lounge
  - 3.1.4 Supplemental room at the discretion of the CAO

\*Not all meeting rooms have the same level of accessibility. Groups wishing to book space can discuss their needs with staff.

**Part 4 Fees**

- 4.1 For 'Not-for-Profit' community groups, use of the meeting rooms is rent-free. For businesses or 'For Profit' groups, rental fees outlined in the Fees Policy will apply.
- 4.2 If the meeting will run later than 5:00 p.m., a municipal staff member or municipal councillor must be in attendance.

**Part 5 Cleanup**

- 5.1 Groups are required to clean the room before leaving. If a custodian is required for cleanup, fees will be charged as indicated in the Fees Policy F-044-02. This fee applies to "Not for Profit" groups as well.



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**Part 6 IT Equipment**


6.1 Groups, including municipal committees, must not move furniture or IT equipment without the assistance of the IT Department. Arrangements must be made with them.

**Part 7 Reservations**

7.1 Every event must be reserved through the Administration Office.

**Part 8 Availability**

8.1 Rental would be subject to availability. Municipality of the District of Yarmouth reserves the right for refusal of use should the Municipality require the room.

| <b>Chief Administrative Officer’s Annotation for Official Policy Book</b>  |                                |
|--|--------------------------------|
| Date of Notice to Council members of Intent to Consider (7 days Min)   | December 6, 2023               |
| Date of Passage of current Policy  | December 14, 2023              |
| I certify that this Administration Building Policy A-024-09 was adopted by Council as indicated above.                       |                                |
| <br>_____<br>Chief Administrative Officer | <u>January 3, 2024</u><br>Date |

**Date last reviewed by Council: December 14, 2023**

**Date last amended: December 14, 2023**



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**Amendment Log**

| Date              | Amendment Description   |
|-------------------|---|
| December 14, 2023 | Purpose – added for the community use.<br>Renamed Part 2 to Holidays and Weekends<br>Section 3.1 – added a note that around level of accessibility<br>Part 4 – removed reference to Fees Policy F-044-02 and added Sections 4.1 and 4.2<br>Part 5 – changed the language and referred Fees Policy F-044-02.<br>Part 6 – added |