



## POLICY

**SECTION:** General

**NUMBER:** GEN/03-23

**TITLE:** Town Property Rental Policy

**PAGES:** 1

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### **1. Purpose**

The purpose of this policy is to outline the process of renting Town property and to define the responsibilities of the Renter.

### **2. Definitions**

**2.1 Renter** – is the person who signs the agreement for rental of Town property.

### **3. Policy**

**3.1** The renter is responsible for completing the Town Property Rental Agreement.

**3.2** The renter is responsible for providing proof of liability insurance.

**3.3** The renter is responsible for making sure that the Town property is left in the same condition as prior to the function and that the property is free of litter.

**3.4** If for any reason there is litter left behind or damage to the Town property, the Town has the right to charge the renter for the clean up and/or charge to remedy the damage.

**3.5** The renter is responsible to ensure no consumption of alcohol or illegal substances of any kind occur on Town property.

**3.6** The CAO will review the Town Property Rental Agreements and approve applications on an individual basis.

**3.7** If the renter fails to follow the guidelines set forth, their renting privileges of Town property will be revoked.

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Approved by: Resolution 2023-157

Implementation Date: Sept 14/23  
Review Date:

Signatures:

  
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Mayor

  
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Chief Administrative Officer