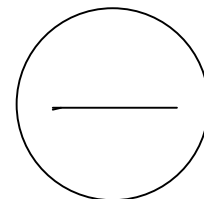


GROSSE ILE COMMUNITY CENTER

MANAGEMENT POLICY

POLICY 2

Adopted March 9, 2011
Resolution 2011-038



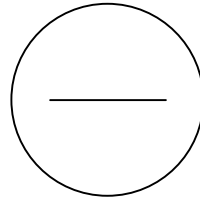
The purpose of this policy is to outline the guidelines for the management of the Community Center.

SECTION 1

GYMNASIUM

1.1 Rules and Regulations Related to the use of the Gymnasium during school activities or evening activities organised by the Gymnasium Technician

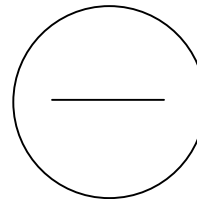
- As required by provincial law, smoking is forbidden on the premises;
- Presence or consumption of alcohol is forbidden on the premises and no person will be permitted in the facility that is perceived to be (by a teacher, gym technician or supervisor) under the influence of alcohol or illicit drugs;
- Profane language and/or fighting will not be tolerated;
- The Municipality of Grosse Ile will not be held responsible for the loss or damage of personal belongings;
- There will be no loitering in or around the facility. Spectators will only be permitted during specific programs;
- All equipment must remain in the building for authorised use only;
- Participants must register and pay user fees, as the case may be, at the municipal office prior to attending programs;
- The Municipality of Grosse Ile will not be held responsible for any injuries incurred before, during or after programs;
- Evening activities organised by the Municipality shall be suspended from mid-June until the end of August of each year;
- If a person is seen damaging the building or equipment through abusive behaviour, they will be suspended for a period of one week for the first offence, one month for the second offence and one year for a third offence as well as pay for the said damages.



Failure to comply with the abovementioned rules and regulations, with the exception of fighting, will result in a verbal warning on the first and second offence (in the case of a second offence in regard to a minor, a parent will be contacted). Upon a third offence, the participant will be temporarily suspended from the gymnasium. If compliance to the rules cannot be reached after a third offence, the Gymnasium Operating Committee will be asked to render a decision on the length of the suspension. In the se of fighting, the participants will not receive warnings, but be immediately asked to leave and be suspended temporarily from the facility.

1.2 Rental Policy

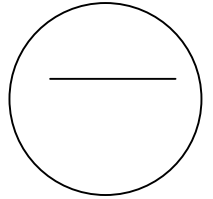
- The Gymnasium Technician is not required to be present during rental periods;
- Rental fees must be paid at the municipal office during regular business hours;
- This policy shall not conflict with any policies currently in force by the Operating Committee;
- Rentals must not interfere with the municipal gymnasium schedule or during the period in which the gymnasium is being used by the school in accordance to the agreement between the Municipality and ESSB;
- Local non-profit organizations shall be permitted free access to the gymnasium for one (1) day per year for fundraising activities.
- The Parish of the Magdalen Islands shall be permitted twelve free rentals for fundraising activities per year as well as pay only half rental fees for other activities;
- All organisations, groups or individuals renting (including free rental periods) the gymnasium shall be required to sign a rental agreement and pay a two hundred dollar (\$200) damage deposit which will be reimbursed if cleaning is carried out to the satisfaction of the management and no damage occurs;
- Individuals or groups renting the gymnasium must put all garbage in the outside bins designated for that purpose as well as clean the kitchen if it is used during their rental period;



- Individuals wishing to use the gymnasium outside regularly scheduled activities must designate a person responsible who will sign the rental agreement and be held liable for any damages which may occur;
- Individuals, groups or organisations that are renting the gymnasium for large events are responsible for setting up tables and chairs themselves.
- A thorough check of the gymnasium must be carried out by the person designated responsible, including the locker
- rooms, washrooms, kitchen and equipment rooms, prior to and following the activity;
- If a person is seen damaging the building or equipment through abusive behaviour, the person responsible is required to:
 - Inform the municipal office as soon as possible
 - Record the damages, time, date, etc. on a sheet posted in the office for that purpose
 - Inform the individual that he/she will be responsible for paying the damage.
- The presence or consumption of alcohol is forbidden on the premises with the exception of an event in which a permit has been acquired from the Régie d'alcool, des courses, des jeux. In such a case, persons under the age of 18 years will not be permitted to attend. However, in the event of a reception with controlled presence of alcohol (ex. Weddings, anniversary, etc.) minors are permitted. At which time alcohol is being distributed freely within the gymnasium, the first paragraph comes into effect.
- Any group or individual that does not respect the rental conditions will lose their damage deposit, be required to pay a \$500.00 dollar fine and may lose rental privileges if offences are repeated.
- Rental fee shall be set at fifteen dollars (\$15.00) per hour or sixty dollars (\$60.00) per half day(6 hours or less) and one hundred dollars (\$100.00) per full day (6 hours or more);

SECTION 2

FITNESS CENTER



2.1 Rules and Regulations Related to the Use of the Fitness Center

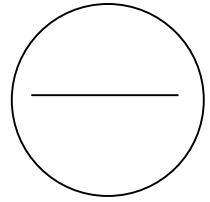
- The presence or consumption of alcohol is forbidden on the premises and no person will be permitted in the facility that is perceived to be (by the supervisor) under the influence of alcohol or illicit drugs;
- The Municipality of Grosse Ile will not be held responsible for the loss or damage of personal belongings;
- There will be no loitering in or around the facility. Only persons with a paid membership or part of a group activity will be permitted in the area;
- Participants must pay user fees, in the form of single or family memberships, as the case may be, at the municipal office prior to attending programs;
- The Municipality of Grosse Ile will not be held responsible for any injuries incurred before, during or after programs;
- If a person is seen damaging the facility or equipment through abusive behaviour, they will be suspended for a period of one week for the first offence, one month for the second offence and one year for a third offence;
- Individuals wishing to use the fitness center must be sixteen (16) years of age or older;
- Maximum of 20 minutes use per machine per person

SECTION 3

COMMUNITY OFFICE SPACE

3.1 Rental Policy

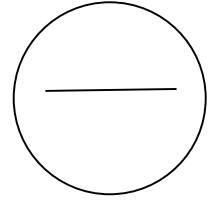
- Groups and organisations that have reoccurring revenues enabling an operational budget shall pay a rental fee based on the square footage required (\$2.25 per square foot – an annual increase based on the provincial cost of living shall be added);
- Cleaning and maintenance of corridors, bathrooms, and the conference room shall be carried out by the municipal custodian;
- Cleaning of individual office space must be carried out by the group or organisation using the space;



- Cleaning services may be available to groups/organisations renting office space at a set rate based on the number of hours required. The extra charge will be added to the rental fee;
- Included in the use of office space is: heating, electricity, wireless internet, shared use of conference room, minimal storage space, snow removal;
- A representative of each organisation will be required to sign a rental agreement on behalf of the organisation, previously designated by resolution, and be the person responsible for the key and use of the space;
- One office shall remain free to allow space for community development project officers as the need arises;
- The community conference room shall be free of charge to groups, organisations or individuals who wish to have board or public meetings for community members.

Rose Elmonde Clarke,
Mayor

Janice Turnbull,
Director-General



ANNEX 1

Fitness Center Regular Rates:

Adult: \$ 5.00 per day
 \$20.00 per week
 \$25.00 bi-weekly
 \$45.00 per month
 \$120.00 per 3 months
 \$210.00 per 6 months

Student: \$5.00 per day
 \$10.00 per week
 \$12.00 bi-weekly
 \$22.00 per month
 \$60.00 per 3 months
 \$105.00 per 6 months

Gymnasium Regular Rates:

Gym pass: \$8.00 bi-weekly
 \$16.00 per month
 \$42.00 per 3 months
 \$60.00 per 6 months

Volleyball: \$8.00 per month