

## **POLICY NO. 15/05**

**Policy Title:** **Community Services - Recreational/Cultural Programs**

**Date Adopted:** **April 26<sup>th</sup>, 2005**

**Policy Purpose:** To provide guidelines and criteria for the use of Community Services office space and staff support with regards to recreational/cultural programs.

**Background:** Citizens have expressed the desire for a variety of programs of an artistic nature.

Citizens have expressed the desire for a variety of recreational programs and lack of support to organize and space to initiate same.

Community Services has been approached to aid volunteers and for-profit individuals in the coordination of learning and recreational opportunities.

### **Policy Statement:**

1. Community Services may:
  - 1.1 Coordinate available space in agreement with the Bentley Care Centre.
  - 1.2 Support by way of provision of information, referrals and community connections.
  - 1.3 Provide office assistance by way of registration and advertising assistance.
2. Office Access:
  - 2.1 Use of the Community Services two main office spaces will not be permitted unsupervised.

2.2 Photocopying, laminating and long distance phone calls will be paid for as follows:

- ◆ Copies - current charge per page
- ◆ Laminating - current charge per foot
- ◆ Long Distance Phone Calls - ask for time and charges before call - pay as charged.

2.3 Community Services computers are not available for use by external programs.

3. Recreational/Cultural Programs will:

3.1 Book space in advance.

3.2 Pay Community Services a 10% administration fee, based on registrations.

3.3 Negotiate fee, if any, with the Bentley Care Centre for usage of space.

3.4 Be responsible to ensure space utilized is left clean and tidy.

3.5 Replace or reimburse Community Services for supplies used.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer