



Council Policy # C61

FACILITY RENTAL POLICY

Approved by Council Resolution # 26/09/18

1. PURPOSE:

This policy establishes principles and parameters governing the rental and use of City-owned bookable public facilities and spaces.

2. POLICY STATEMENT:

The City is committed to ensuring that Bookable Facilities are rented and used, and that rental decisions are made, in accordance with the following guiding principles:

- supporting transparent, open and consistent rental processes;
- respecting freedom of expression;
- providing fair and equitable treatment;
- protecting the safety of staff, Users, the public, and City facilities; and
- administering facility rentals impartially and without political partisanship.

Bookable Facilities are available for the enjoyment of Users to support the community's social, cultural, health, well-being, and recreational activities. The rental of Bookable Facilities will be administered in a manner that maximizes access for Users while protecting the safety and interests of Users, staff, and the community.

3. SCOPE/APPLICATION:

3.1. This policy applies to:

- Administration responsible for the rental of Bookable Facilities;
- All Bookable Facilities; and
- All Users.

3.2. This policy excludes:

- internal City-run programs or activities;
- Special Permission applications;
- emergency management use; and
- any other groups, activities, or uses as deemed necessary to carry out the administrative duties of the City.

4. DEFINITIONS:

In this policy, unless the context otherwise requires:

Administration means the Chief Administrative Officer and employees of the City.

Bookable Facilities means all City-owned physical structures and lands suitable for rental and organized use as listed on Appendix A.

City means the City of Beaumont.

Risk Mitigation Measures means proactive strategies, plans, and conditions that reduce the likelihood and/or impact of potential risks associated with renting Bookable Facilities. Examples include, but are not limited to, requiring security or porters for events; use of assigned spaces for certain types of events; attendance tracking and estimation; ticketed entry; and obtaining liquor or business licenses.

Special Permission means a temporary exemption from specific City bylaws that enables organized events on public property and supports coordinated planning for public safety, emergency management, asset use, and required permits. Special Permission may be required for organized activities involving food or alcohol service, tents or stages, bylaw relaxations, or road or sidewalk closures.

User means any individual, group, organization, or entity that rents or books Bookable Facilities, and includes individuals, non-profits, commercial operators, and community volunteer organizations.

5. GUIDING PRINCIPLES:

5.1. Fair and Equitable Access

The City will administer access to Bookable Facilities to Users fairly, consistently, and without discrimination, in accordance with applicable legislation and the City's Recreational Facility Allocation Policy C39, as amended or replaced from time to time.

5.2. Non-Partisanship & Neutrality

The City supports a diverse community and respects Users' rights and freedoms in support of the democratic principles under the Canadian Charter of Rights and Freedoms. However, the rental of Bookable Facilities to a User does not represent any endorsement by the City of a User's views, beliefs, or actions.

5.3. Safety

The safety and well-being of Users, staff, property, and the community are important considerations in any rental decisions. Where Administration identifies a safety, operational, or property-related risk associated with a proposed or current rental, it may require Risk Mitigation Measures proportionate to the nature and likelihood of the risk. The User is responsible for implementing and paying for the required measures.

5.4. Rental Refusal

Administration will deny a request where the proposed use:

- is incompatible with the technical, physical or operational capacities of the facility or space;
- creates a safety, security, property or operational risk that is likely to result in serious injury, property damage, substantial disruption, or significant cost to the City and cannot be reasonably mitigated;

- is prohibited by applicable legislation or City bylaw; or
- conflicts with a City policy governing the allocation or use of the facility or space.

Administration may modify, suspend, or cancel a rental at any time, including after it has commenced, where the actual use differs materially from the approved use, rental conditions are not being followed, or continuation of the rental creates a significant safety risk or substantially disrupts other facility users or City operations.

- Where a rental is denied, suspended, or cancelled, Administration will provide the User with written reasons for the decision, except where immediate action is required to address an urgent safety or security risk.

5.5. Responsible Stewardship

As public assets, Bookable Facilities will be maintained to support the safe, orderly, efficient, and continued availability to the public. Administration may impose conditions on, or refuse, future rentals where a User has caused significant damage or cost to the City, materially affected the availability of a facility, or seriously or repeatedly failed to comply with rental conditions, facility rules, City bylaws or applicable legislation.

6. AUTHORITY/RESPONSIBILITY TO IMPLEMENT:

6.1. The City will determine the appropriate use of its facilities and spaces in accordance with this policy, applicable legislation, City bylaws and related City policies.

6.2. Director, Community Services, or a designate shall be responsible for ensuring the effective administration of this Policy.

6.3. A review of this policy will occur on the earlier of the following:

- At the request of Council;
- Every 4 years.

7. APPENDIX

Appendix A – Bookable Facilities

Policy Record

Adopted by Council: September 22, 2026

Council Resolution: 26/09/18

Cross Reference:

- Bylaw #737-09 Parks and Facilities
- Policy #C39: Recreational Facility Allocation
- Policy #C35: Commercial Uses on Town Property

Administrative Responsibility: Director, Community Services

Next Review Date: September, 2030

Appendix A: Bookable Facilities

Beaumont Sport & Recreation Centre (BSRC)

- Aquatic Area
- Arena (Ice/No Ice)
- Field House (Turf/No Turf)
- Gymnasium
- Multipurpose Rooms
- Track
- Storage Rooms
- Second Level Concourse
- Parking Lot

Ken Nichol Regional Recreation Centre (KNRRC)

- Arena (two total)
- Banquet Room
- Postal Boxes
- Parking Lot
- Lobby

Chantal Berube Youth Centre (CBYC)

- Large multipurpose area
- Seating areas
- Quiet Room

The Beaumont Community Centre/Le Centre Communautaire de Beaumont (CCBCC)

- Boardrooms
- Breakout Rooms
- Full hall
- Large Hall
- Kitchen
- Small Hall
- Grass Yard
- Storage Rooms
- Parking Lot

Indoor/Outdoor Facilities – Seasonal

- Artificial Turf
- Ball Diamonds
- Football Fields
- Outdoor Rinks
- Tennis Courts
- Soccer Pitches