



POLICY GOVERNING THE USE OF MUNICIPAL FACILITIES

OBJECTIVE: The Municipality of Morin-Heights has adopted a policy governing the rental of rooms according to clear and fair criteria. The infrastructures managed by the Municipality of Morin-Heights must be accessible to all residents and local organizations.

ARTICLE 1 – DEFINITIONS

1.1) Residents: Any person having their main residence in Morin-Heights, or any person paying taxes to the Municipality of Morin-Heights (owner, tenant, resident, merchant, etc.).

1.2) Non-residents: Any person who does not reside in Morin-Heights and who does not pay taxes to the Municipality of Morin-Heights.

1.3) Groups: Any organization, group of citizens or private group.

ARTICLE 2 – DESCRIPTION OF FACILITIES

(photos available upon request)

A) Remembrance Hall

Address: Municipal library at 823, chemin du Village (accessible to people with reduced mobility)

Capacity: 40 to 50 people **Dimensions:** 24,5' x 16'

Equipment included: 40 chairs, 10 tables, kitchenette with microwave, mini-fridge, sink, small counter, coffee maker and kettle.

Garbage: Outdoors, near the back door of the building

Purpose of the hall: Cultural activities, exhibitions, meetings, library volunteers committee, etc.

The walls of the Remembrance Hall are suitable for exhibitions by recognized cultural organizations as well as for works of art presented by local artists. Cultural exhibitions must be short term and must also comply with the following policies:

- The subjects exhibited must be of artistic or of historical interest to the community of the region.
- The subjects exhibited should be directed to an audience of all ages.
- Exhibited works of art must be presented against the wall so as not to prevent regular activities in the room.
- Works of art must only be hung with chains (or fishing line) provided by the Municipality.
- The removal of the works of art at the end of the exhibition period is the sole responsibility of the artist.
- Artists who exhibit must sign an agreement and a waiver, releasing the Municipality, the library, the volunteers, and any users of the room, from any responsibility for any damage, theft, vandalism, loss of artwork (exposed or stored).

B) Council Room (according to planned reorganization)

Address: Town Hall at 567, chemin du Village (accessible to people with reduced mobility)

Capacity: 30 people **Dimensions:** 20' x 30'

Equipment included: 30 chairs, 9 tables, kitchenette with microwave, toaster oven, small fridge, sink, counter, Keurig coffee maker and kettle.

Garbage: Outdoors, behind the fire station

Purpose of the boardroom: Council meetings, reserved exclusively for the activities of the Municipality of Morin-Heights or recognized organizations, for meetings, trainings, etc.



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C) Multipurpose Room 1

Address: Chalet Bellevue at 27, rue Bellevue (ground floor)

Capacity: 265 people **Dimensions:** 61 'x 28'

Equipment included: tables, chairs, removable stage, lighting and sound equipment

Garbage: Outdoors, behind the building

Purpose of the room: Shows, conferences, receptions, etc.

D) Multipurpose Room 2 (open area)

Address: Chalet Bellevue at 27, rue Bellevue (ground floor)

Capacity: 60-100 people **Dimensions:** 29 'x 28'

Equipment included: tables and chairs

Garbage: Outdoors, behind the building

Purpose of the room: Leisure, presentations, conferences, etc.

E) Multi-purpose room 3

Address: Chalet Bellevue at 27, rue Bellevue (ground floor)

Capacity: 51 people **Dimensions:** 19 'x 28'

Equipment included: tables, chairs, whiteboard, bulletin board and screen

Garbage: Outdoors, behind the building

Purpose of the room: Meetings, language and literacy courses, etc.

F) Kitchen

Address: Chalet Bellevue at 27, rue Bellevue (ground floor)

Dimensions: 21 'x 14'

Equipment included: stove, refrigerator, sink, microwave oven and work surface (no work tools provided)

Garbage: Outdoors, behind the building

G) Multipurpose Room 4

Address: Chalet Bellevue at 27, rue Bellevue (1st floor)

Capacity: 71 people **Dimensions:** 51 'x 28'

Equipment included: sound system, floor mats, mirrors and bulletin board

Purpose of the room: Physical activities

H) Multi-purpose room 5

Address: Chalet Bellevue at 27, rue Bellevue (1st floor)

Capacity: 48 people **Dimensions:** 32 'x 30'

Equipment included: sound system, floor mats, movable mirrors and bulletin board

Purpose of the room: Physical activities

I) Conference room

Address: Chalet Bellevue at 27, rue Bellevue (1st floor)

Capacity: 12 people **Dimensions:** 13 'x 18'

Equipment included: tables, chairs, whiteboard, bulletin board and screen

Purpose of the room: Meetings, language and literacy courses, etc.



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ARTICLE 3 - REGULATIONS FOR MUNICIPAL ROOMS

- 3.1)** At the time of rental, the equipment is either stored to leave the room accessible, or installed in its most often used configuration. The appliances used (oven, microwave, counters, coffee maker, tables, etc.) must be cleaned and left in their original state. The tenants must install the equipment they need and store it in its designated area by the end of the activity. While putting things away, equipment such as chairs and tables must be lifted when moved so as not to damage the floor or the equipment.
- 3.2)** The use of nails, pins, screws, tape or poster putty on the walls for the installation of your posters or decorations is forbidden. White boards and bulletin boards are available for display and advertising.
- 3.3)** The installation of decorations on fans and/or light fixtures is forbidden.
- 3.4)** All garbage bags must be taken out of the room by the end of the activity and left in the designated location.
- 3.5)** According to the Tobacco Control Act, smoking inside and outside of any facility is prohibited within a radius of nine (9) metres.
- 3.6)** At the end of any event, the tenant must ensure that all lights are turned off and that all windows and doors are closed and locked.
- 3.7)** Participants must remove all of their personal effects from the premises by the end of the event.
- 3.8)** The tenant and the users of the room must notify the person in charge of room rentals of any damage observed, or occurring while using the room.
- 3.9)** In case of emergency, follow the emergency measures posted on-site.

ARTICLE 4 – PRICING

4.1) Groups:

Organizations which are recognized by the Municipality should refer to the Policy on the Recognition and Support of Organizations. Groups and organizations that are not recognized by the Municipality must refer to the resident or non-resident rates depending on the address of their head office.

4.2) Residents:

Refer to the following pricing charts (taxes included):

PRICING CHART

	Hourly rate	Daily rate (12h)
Multi-purpose room 1	\$ 35	\$ 225
Other rooms	\$ 25	\$ 150
Chalet Bellevue Kitchen		+ \$50 with the rental of another room

It is mandatory to provide proof of residency for anyone wishing to rent a room, in order to benefit from the reduced rates established for the residents.



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The following are accepted proofs of residency:

- Driver's license
- Telephone bill
- Electricity bill
- Municipal tax bill

4.3) Non-residents

Refer to the following pricing charts (taxes included):

PRICING CHART	Hourly rate	Daily rate (12 h)
Multi-purpose room 1	\$ 50	\$ 325
Other rooms	\$ 35	\$ 225
Chalet Bellevue Kitchen		+ \$ 50 with the rental of any other room

4.4) The rented space can be set-up and taken down with a notice of 10 working days (\$). The Municipality reserves the right to refuse any requests according to the availability of its employees to carry out this type of work.

4.5) Classes offered to the population

Here are the conditions to qualify for the following fees:

- Classes must be offered on a regular basis for at least 5 consecutive classes with a maximum of 14 classes per session.
- In order to offer citizens a variety of classes and events that meet everyone's needs, no activity will be permitted for more than 8 hours per week, unless there is a specific agreement with the Department of Recreation and Culture. Should this be the case, any additional hours will be charged at the group rate.
- Whereas, by advertising, the population of Morin-Heights will be invited to register for the class;
- Whereas any resident will be entitled to a reduced rate of at least 15% in relation to the non-resident rate;
- Whereas the instructor will provide an up-to-date portfolio, including a basic course outline;
- Whereas the instructor will provide a copy of the \$ 1,000,000 civil liability insurance concerning their coverage related to their functions within the class. Without exception, this is to be done before the beginning of the first class.
- Whereas the instructor offering classes to children will successfully complete a criminal background check.
- Whereas the instructor will provide a complete list of participants at the time of payment for the current session.
- Whereas the instructor will inform the Municipality of Morin-Heights of any cancellation or change to their schedule.

Refer to the following pricing charts (taxes not included):

PRICING CHART	Hourly rate	Special groups*
Description		(*children and/or 65 and over)
Multi-purpose rooms 4 and 5	\$14/h	\$12/h

4.5.1) Annual fees

Instructors will have their courses advertised in the municipal bulletins. A \$10,00 fee per course is applied for each session.

4.5.2) Storage fees

Storage fees are applied to each instructor who leaves equipment in the storage room permanently throughout their session. Depending how much storage space is used, the rates are \$10, \$40 or \$100 per session.



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4.6) The Municipal Council reserves the right to mandate the type of usage for its facilities and may, if it deems necessary, refuse or cancel the reservation of any room if it has received several complaints about an instructor and/or if the courses offered do not correspond to the orientations of the Municipality of Morin-Heights.

ARTICLE 5 – RESERVATIONS

5.1) Any resident, non-resident or organization wishing to use a municipal facility must make a request by phone or e-mail (450 226-3232, ext. 111 or bulletin@morinheights.com). The person in charge of room rentals will then contact them to confirm the rental. The signing of the rental contract will confirm the reservation.

5.2) Anyone wishing to sell or serve alcoholic beverages during their activity must notify the person in charge of room rentals of their intent. The tenant must then acquire a reunion permit from the *Régie des alcools, des courses et des jeux* (two to three weeks delay).

5.3) Any tenant wishing to broadcast music during their classes must ensure that they pay the appropriate copyright fees to the individuals and/or institutions concerned.

5.4) The Municipality reserves the right to offer the most appropriate room according to the activity and according to availabilities. All reservations must be made within a maximum period of one year.

ARTICLE 6 – PAYMENT METHODS

6.1) Security deposit (not applicable for classes):

Upon signing the lease, the tenant must provide a deposit of 25% of the total cost of the rental, a deposit which will not be refunded in the event of a cancellation by the tenant.

6.2) Damage deposit:

A deposit will be required for the rental of specialized equipment (stage, lighting, sound system).

6.3) Rental fees:

The total cost of the room rental must be paid before the activity is held.

ARTICLE 7 – KEY LOAN AND OCCUPANCY OF MUNICIPAL FACILITIES

Once the lease has been signed between the tenant and the Municipality:

7.1) Keys must be picked up at the Town Hall on the working day preceding the rental date.

7.2) Keys must be returned right after the activity. They may be returned to the reception desk at the Town Hall or in the mail box located outside, in front of the entrance.

7.3) It will be possible for any resident, non-resident and group to take possession of the room one hour before the start of an activity in order to install any necessary equipment and to greet participants if the room is not already reserved. As for classes, it is only possible to take possession of the room fifteen minutes before the beginning of the activity.



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ARTICLE 8 – EXCEPTIONS

- 8.1)** To ensure that the rooms are used in a judicious way, the Municipality reserves the right to refuse to rent a room;
- 8.2)** Priority will be given to the Municipality, should it need the facilities for its own use;
- 8.3)** In order to preserve the good condition of the chairs and tables, none shall be loaned out or rented to be removed from the Municipality premises;
- 8.4)** Council may override this policy at any time.

ARTICLE 9 – PENALTIES

The tenant who does not respect the rules of the present contract, commits to the following:

- 9.1)** To pay the expenses incurred should any equipment belonging to the Municipality be damaged and need repair;
- 9.2)** To lose their deposit should the contract not be respected;
- 9.3)** To pay a \$ 25,00 penalty should the keys not be returned on the day of the activity for which the room was booked.
- 9.4)** To pay a \$60,00 cleaning fee should the premises not be restored to their original condition.
- 9.5)** To pay a penalty of \$ 25,00 if the full list of participants should not be handed over or should the payment for the class be made late. The instructor exposes himself to a penalty that could lead to the loss of their time-slot if the situation should be repeated.