

Carling Community Centre

Facility Use Policy

Purpose

This Community Centre was built with the primary purpose and intent to provide social, cultural and recreational opportunities for the residents and ratepayers in the Township of Carling. The Community Centre is available for other uses but only in accordance with this policy which has been approved by the Council of the Township of Carling.

Components

This facility can be booked as a whole or in part. The components are as follows:

- Full Banquet Hall;
- 1/3 Banquet Room;
- 2/3 Banquet Room;
- Meeting Room;
- Kitchen;
- Patio (available with Full Hall or 2/3 Room Rental);
- And Bar (available with Full Hall or 1/3 Room Rental).

Reservations

Reservations can be made in person or by telephone, during regular business hours at the Township Office. The Reservations will not be considered confirmed until the required deposit has been accepted at the Township Office. Payment must be made by cash, cheque or debit.

Rental Fees

Fees for the use of this facility are defined in the Township of Carling's Fees and Services By-Law (2018-01). All users of the Facility will be charged a fee in accordance with this By-Law.

Free Use

Free use of this facility is available for the following purposes:

- Events that are organized and sponsored by the Township of Carling. ***These events must be approved by the Chief Administrative Officer***
- Events organized by Community Groups that are organized in the Township of Carling and are open to the General Public with no fee for admission. ***These events must be approved by the Facilities Manager.***
- Events that are sponsored by Carling Township Staff that have to do with training, safety, promotion of features of the Township, staff appreciation, etc.. ***These events must be approved by the Facilities Manager.***

Use of the Bar

Alcohol can be made available in accordance with the Township of Carlings Municipal Alcohol Policy and the Carling Community Centre Bar Guidelines.

Use of the Kitchen

All users of the Kitchen must be trained in the safe handling of food and best practices with regard to cleaning the facility. Any user renting the Kitchen must present proof of completion of an approved Safe Food Handling course. Volunteers, in a supervisory position for Community Events, must be trained by designated Township Staff in Safe Food Handling and Cleaning practices.