



TAKLA NATION

HEALTH ■ PROSPERITY ■ TRADITION

TAKLA NATION Facility Rental Policy

Policy Statement

Takla Nation promotes the use of community facilities owned and/or managed by Takla Nation in Takla Landing. Suitable facilities are available to departments, community members and other organizations for various activities.

Rationale

This policy and related procedures are designed to promote consistency in access to facilities, and in payment for facility use. Rental fees are intended to cover direct costs and to offset administration, hydro, janitorial and maintenance costs for the facilities.

Principles

- Individuals or organizations renting facilities must adhere to all rules and regulations, including insurance requirements;
- Renters assume full costs of set-up, activity, insurance, clean-up etc., whether done through the Nation or by the renters themselves;
- While Takla Nation departments do not pay rental fees for use of Nation facilities, departments are required to pay incurred set-up and cleaning costs and must budget for these costs within their programs;
- There is no charge for potlatches held at the Potlatch House, however organizers are responsible for cleaning;
- Community members are encouraged to use Nation facilities for cultural, social, ceremonial and recreational activities;
- Takla Nation functions and authorized activities are given booking priority;
- Facilities may only be used for purposes that do not directly or indirectly contravene the philosophy, mandate and goals of Takla Nation;
- The use of Takla Nation facilities does not imply endorsement of an activity by the Nation;
- All revenues received through rental are deposited to specific codes as determined by Finance, against which rental specific costs (cleaning, food services etc.) are charged.

Scope/Limitations

Due to liabilities, the Takla Fitness Centre, Health Clinic, any childcare facilities, and Takla Nation offices are not available for rent.

This policy applies only to Nation-run community facilities in Takla Landing. This policy does not apply to the Takla Health Centre or the Takla Trading Post.

Definitions

Community-owned facilities: Facilities in Takla Landing that are funded through various public sources (including the Nation itself) and maintained at the cost of the Nation, or through Nation-related agreements unless otherwise stipulated in the policy.

Takla Nation: The elected Chief and Council, who are legally responsible for all buildings and facilities on reserve land and who carry all liability for these facilities.

POLICY APPROVAL SUMMARY

Approved by: Takla Nation Council
Original approval date: May 30, 2019
Latest approval date:

Facility Rental Procedures

In conjunction with the Facility Rental Policy, these procedures outline how Takla Nation will manage access to public facilities in Takla Landing.

Procedures

- A. All facility uses, and rental agreements are managed through the Events Coordinator for:
- Potlatch House
 - Adult Education Centre
 - School gymnasium if used by anyone other than the Education Department
 - Band Office boardroom (no charge for departments)
 - Additional public facility space that may be built by the Nation and identified as part of this policy
- B. All departments wishing to use a facility will complete the Facility Request Form and submit it to the Events Coordinator.
- C. All non-departmental rentals require a signed Facility Rental Agreement outlining the responsibilities of the rental user and the Nation. Rental fees include:
- Facility set-up
 - Cleaning at the end of each day, and a full cleaning at the end of the rental period
 - Includes ensuring enough washroom supplies are available
 - Emptying of garbage
 - Tidying of kitchen area if used
 - Facility clean up (i.e. stacking tables and chairs, returning equipment)
 - Key access and security of facility as arranged
 - Administrative fees
- Additional charges are negotiated for:
- Coffee, snacks and meals
 - A/V equipment and related services, including damage deposit

Some or all of the above fees may be waived by the Band Administration Manager or designate.

- D. All non-Nation rentals require a signed waiver of liability form.
- E. The Nation will post use and liability information at each facility.
- F. Current facility rental fees:

Facility	Half day use or evening use only	Full day use, including evening
Potlatch House (no charge for potlatches)	\$250	\$500
Potlatch House with kitchen facilities	\$300	\$600
Adult Education Centre	\$125	\$250

Adult Education Centre with kitchen facilities	\$175	\$350
School Gymnasium	\$250	\$500
Band Office Boardroom	\$125	\$250

- G. Rates will be reviewed by Finance Committee every two years at a minimum, taking into account actual operating costs of each facility.
- H. The Nation reserves the right to refuse facility use to any external group or individual based on previous use experiences.
- I. Fee for rental of the facility by external individuals or organizations must be received by Takla Nation prior to start of the rental period.
- J. External individuals or organizations must provide 48 hours' notice of cancellation or forfeit the rental fee; this forfeiture may be waived partially or fully by the Band Administration Manager or designate.
- K. Events already booked will not be bumped to accommodate other activities or events. The exception is a death in the community, when alternate arrangements may be made.
- L. Restrictions:
 - Users must be 19 years or older to sign rental and liability agreements
 - Users under the age of 19 must ensure chaperone(s) over the age of 19 are always present for supervision
 - All fire and safety regulations must be followed
 - Smoking of any kind is prohibited, excluding smudging

PROCEDURE APPROVAL SUMMARY	
Approved by:	Takla Nation Council
Original approval date:	May 30, 2019
Procedure amendments approved by:	Finance Committee
Changes to rental rates approved by:	Finance Committee
Latest approval date:	

Related documents:
Facilities Rental Agreement Form
Facilities Use Form (for departments)
Waiver of Liability Form