



HALL RENTAL POLICY

Purpose:

The Hall Rental Policy is established to formalize rules and regulations for Nipissing First Nation hall and meeting room rentals.

Definitions:

Client -> individual requesting booking.

NFN Representative -> authorized individual to book on behalf of NFN.

Process for Booking:

1. All meeting and hall rental bookings must be made by contacting with the NFN Representative for the Garden Village and Duchesnay room bookings. The NFN Representative will confirm availability of room. (List of available of rooms is also available on the [nfn.website](#).)
2. Once the room has been confirmed, a Hall Rental Agreement will be signed with the client and arrangements will be coordinated as needed. (*Appendix "I"*)
3. The NFN representative will coordinate the required arrangements with the Bingo Supervisor, Maintenance Supervisor and/or IT staff for set up.

Payment:

1. A deposit will be collected at the time of the booking for the larger community halls and will be paid at the time the rental agreement is signed. (*Appendix "II"*)

Hall Rental Costs:

Due to the high cost of maintenance and other costs associated with all room rentals, these costs must be accounted for with all events:

1. Council may donate the hall rental for special causes. These are determined on a case by case basis. Letter of request must be submitted to Council 30 days prior to the event which will be considered at a regular Council meeting.
2. For budgetary purposes, each year Council allocates a donation budget for hall rentals.
3. All NFN programs will be requested to include the cost of rentals in the planning budget for the event.
4. In the event that the cost is not an eligible cost to a fundraising proposal, the amount of the hall rental should be included as an "*in kind*" contribution, charged to the program account and/or paid for by a donation.
5. All staff related programming is free of charge however the staff responsible for the event must ensure that room is left in an acceptable condition, cleaning up after event.
6. Non-Alcohol fundraising events will be eligible for a reduced rental rate. (*Appendix "I"*)

Approved this 24th day of January , 2012

Human Rights Policy Checklist Considered

Appendix "I"



Nipissing First Nation Rental Rates

Administration Building (36 Semo Road, Garden Village)

Gym	\$400./per day
Kitchen	75./per day
Non-Alcohol Fundraising Event	\$200./per day
Stage (1/2 day meeting)	\$25./half-day
Stage (Full day meeting)	\$50./per day
Council Chambers (1/2 day meeting)	\$50./half-day
Council Chambers (full day)	\$100./per day

Nbisiing Secondary School (469 Couchie Memorial Drive, North Bay)

Gym	\$400./per day
Kitchen	75./per day
Non-Alcohol Fundraising Event	\$200./per day
Student Lounge (1/2 day meeting)	\$25./half day
Student Lounge (Full day meeting)	\$50./per day
Classroom/Library/Resource Centre	\$50./half day
Classroom/Library/Resource Centre	\$100./per day

Seniors Apartment Unit (25 Gerald Crescent)

Craft Room For Senior Programming Only	No-charge
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Note: Must make arrangements with the Housing Department.

Note: Kitchen facilities must be cleaned after every use, and kept in its original condition.

