



# St. Albert Community League

17 Perron Street  
St. Albert, Alberta T8N 1E5

(780) 460-7812

**Policy**

COMMUNITY LEAGUE

## **HALL RENTAL POLICY**

**Manager**

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Member  
Volunteers

**2010/11  
Officers**

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Vic Charlton

**Vice –  
President**

Cliff Carter

**Secretary**

George Valan

**Treasurer**

Mike Clulow

The objective of this policy is to provide guidance in the fair and reasonable allocation of Hall rental time slots to prospective clients recognizing that there are potential conflicts between special event requests and recurring rental obligations.

1. At any time SACL will accept Hall rental reservation requests occurring up to two years from the current date provided that there is no conflict with current clients.
2. Block time clients with a regular recurring weekly/monthly time allocation have an expectation that their current weekly/monthly time allocation will be available on an ongoing basis. This time allocation for the following year should be reconfirmed by the end of May each year.
3. Requests by Block-time clients for one-time events outside their allocated block time will be considered as in section 1.
4. Special events planned by SACL will be allocated as in section 1.
5. Where a multi-day rental request conflicts with an existing client, the multi-day request may be accepted subject to the condition that the Hall is not available to the requester during any of the existing rented periods and must be vacated during those periods.
6. If, in the opinion of SACL, there is a significant community benefit to be derived from a proposed multi-day event, SACL may request that the conflicting block-time client voluntarily relinquish their time to make room for that special event. Where the block time is relinquished, SACL may assist the block-time client as follows:
  - a. Extend the block-time period to compensate for the missed time, or
  - b. Reduce the contracted rental amount by the missed time, or
  - c. Assist by providing a list of potential alternative venues that may be available during the missed time.

Approved \_\_\_\_\_  
President Secretary

Date 19/07/2010