



St. Albert and District Community League

17 Perron Street, St. Albert, Alberta T8N 1E5
 Mail address PO Box 77042 Stn Main, St. Albert, AB T8N 6C1
 (780) 460-7812 www.stalbertcommunityhall.com

SACL Officers — 2023/2024				
President Vic Charlton	Vice-President Bentley Barr	Treasurer Michael Clulow	Secretary Claude Carignan	Directors: Robert Fata, Kim Chaisson, Gwen Wilkinson, Melodie Franco, Les Hall, Robert Forbes, Gordon Welling, Brian Bigelow

HALL RENTAL POLICY

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. Further, in keeping with the League’s Objectives and Bylaws, another objective of this policy is to secure a full slate of Directors on the SACL Board; and, volunteers, to keep the SACL a strong and energetic contributor to the St. Albert community.

1. At any time SACL will accept new Hall rental reservation requests occurring up to two years from the current date if there is no conflict with current rental clients.
2. Where two or more new Hall rental reservation requests are for the same period, priority will be given to the first request confirmed with both a deposit and signed rental agreement.
3. 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 shall be reconfirmed by the end of June each year.
4. Requests by Block-time clients for one-time events outside their allocated block time will be considered as in sections 1 and 2.
5. Special events planned by SACL will be allocated as in section 1.
6. 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.
7. 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:
 1. Extend the block-time period to compensate for the missed time; or,
 2. Reduce the contracted rental amount by the missed time; or,
 3. Assist by providing a list of potential alternative venues that may be available during the missed time.
8. All long-term, not-for-profit renters (tenancy agreement greater than 12 months) must submit at least two people (such persons must be members of the SACL) to serve on the SACL Board of Directors. If there is a full complement of the Board of Directors, those people will stand for election at the next Annual General



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Meeting. If there is not a full complement of the Board of Directors, each person will be approved as a director at the next meeting of the Board of Directors. If only one position as a Director is open, one of the two shall be approved as a Director.

9. If a long-term, not-for-profit renter submits two people as above, but those people do not become directors on the SACL Board of Directors, then that renter must commit to at least 20 hours of unpaid volunteer work per year toward the operations and/or fundraising of the SACL. If only one of the two becomes a Director, the renter must commit to 10 hours of unpaid volunteer work.
10. If a long-term, not-for-profit renter declines to submit two people as Directors or provide volunteer hours as above, that renter’s rental rate shall be the regular rental rate (“for profit” rental rate) in Schedule A.
11. Foregoing paragraphs 8, 9 and 10 do not apply to commercial, for-profit renters or to not-for-profit renters who opt to pay full rental rates.
12. This policy is effective immediately for new renters and effective upon tenancy renewal for existing renters.

Approved by: SACL Board

Date: 2024-02-27

Next Review: To be reviewed annually (or as required)