



ADMINISTRATIVE PROCEDURES A-

*Community Hall Bookings for
County Use*

Related Policy: Directive A-RP05
Prepared By: Parks, Recreation and Culture
Effective Date: _____
Previous Revision Date: Dec. 11, 2012 (RP05-P1)

APPROVALS:

CAO _____
General Manager _____
Manager _____
LAS Review Date: March 24, 2015
Function: Community Services

PURPOSE

These procedures provide the administrative process for booking a community hall for Parkland County functions using a complimentary booking.

ACTION STEPS**Booking a Community Association Facility**

1. Contact Parks, Recreation and Culture Services to:
 - a. Inquire if a complimentary rental is still available for the desired hall, and
 - b. Receive contact information for the booking contact for the hall.
2. Contact the community association to:
 - a. Book the hall,
 - b. Provide them with a contact name and phone number,
 - c. Confirm facility requirements, i.e., tables, chairs, etc., and
 - d. Make arrangements for gaining access to the hall, hall set-up, and hall take-down.
3. Contact Parks, Recreation and Culture Services to:
 - a. Confirm rental and provide details for the following:
 - i. Hall name,
 - ii. Date(s) and time(s) of booking,
 - iii. Purpose of booking,
 - iv. Parkland County contact name.

Cancelling Your Booking

4. In the event you need to cancel your booking:
 - a. Contact the community association to inform them of your cancellation, and
 - b. Contact Parks, Recreation and Culture Services to inform them of your cancellation.

Tracking of Free Bookings

5. Parks, Recreation and Culture Services will track all complimentary rentals.

RESPONSIBILITY

The Supervisor of Parks, Recreation and Culture Services is responsible for implementing, monitoring and evaluating these procedures.