



ADMINISTRATIVE DIRECTIVE A-

*Community Hall Bookings for
County Use*

Prepared By: Parks, Recreation and Culture

Effective Date: _____

Previous Revision Date: Dec. 11, 2012

References: Community Association Designation
Policy C-RP16
Community Hall Bookings for County
Use Procedures A-RP05-P1

APPROVALS:

CAO _____

General Manager _____

Manager _____

LAS Review Date: March 24, 2015

Function: Community Services

PURPOSE

The purpose of this directive to provide the standards for how Parkland County employees will book Parkland County community association facilities for Parkland County functions using a complimentary booking.

POLICY STATEMENT

Annually, each recognized community association provides Parkland County with two (2) complimentary facility bookings to be used by any department within Parkland County. These bookings are to be used for Parkland County functions.

DEFINITIONS

1. "Community association" means a group designated as such pursuant to Parkland County's Policy C-RP16 (Community Association Designation).

SCOPE

This directive applies to all Parkland County employees.

MANAGEMENT RESPONSIBILITIES

The Manager of Community and Protective Services is responsible for implementing, monitoring and evaluating this directive.

STANDARDS

1. Any Parkland County employee wishing to access a complimentary booking for a Parkland County function must follow the procedures for booking a community association facility for County use.

2. If all complimentary usages for the hall have been used, the department wishing to book the hall will be required to cover any cost associated with the booking.
3. Only those halls currently recognized by Parkland County, as per Policy C-RP16, shall provide the County with 2 (two) complimentary rentals per calendar year.