



## DISTRICT OF NORTH SAANICH

### COUNCIL POLICY

<b>TITLE: BUILDINGS – USE OF THE COUNCIL CHAMBERS</b>	<b>NO. COU-039</b>
<p>Use of the Municipal Council Chambers is restricted to individuals or groups affiliated with municipal business only.</p> <p>No rental fees will be charged for the use of the Council Chambers or other areas of the Municipal Hall.</p> <p>If use of the Council Chambers is required outside of normal business hours (i.e. Monday to Friday from 8:00 a.m. to 4:30 p.m. excluding Statutory Holidays) then a representative of the District (i.e. staff member, Council member, or a member of a District Committee or Commission, or other designate) must be appointed as the individual responsible for the security of the building during and at the conclusion of the function. The appointed representative must ensure that the Municipal Hall is secured prior to vacating the building and that all other function attendees have exited the building. The representative must also ensure that the building is left in an acceptable and reasonable condition. This District shall not be held responsible for the loss of personal property during events held at the Municipal Hall.</p> <p>If the representative requires a key to the Municipal Hall, they must request a key from the Director of Planning and Community Services.</p> <p>Users of the Municipal Hall shall not:</p> <ol style="list-style-type: none"><li>1) Remove any pictures or property from the premises;</li><li>2) Install any hooks or other permanent fixtures in the building;</li><li>3) Display any material which is considered inappropriate.</li></ol>	

<b>EFFECTIVE DATE:</b> 2009	<b>APPROVED BY:</b> COUNCIL	<b>LAST AMENDMENT:</b> 2011	<b>REF:</b>	<b>PAGE 1 of 1</b>
	<b>PREVIOUS POLICY NO.</b> 2003.1			