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**Cold Lake and District FCSS Facility Booking Policy**

**POLICY NUMBER: 230-FC-23**

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Approval Date: August 8, 2023

Revise Date:

Motion Number: CRM20230808.1013

Repeal Date:

Supersedes:

Review Date:

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**1.0 Policy Intent**

Cold Lake and District Family and Community Support Services (FCSS) promotes and enhances the well-being of individuals and families. FCSS services and programs are intended to help individuals adopt healthy lifestyles, improve their quality of life and build capacity to prevent and deal with crisis situations should they arise.

Cold Lake and District Family and Community Support Services (FCSS) is committed to supporting the development of social services orientated community organizations and groups through the provision of affordable, accessible, safer meeting space.

**2.0 Purpose**

The purpose of the Cold Lake and District FCSS Booking Policy is to provide guidelines on eligibility criteria and approved uses of available space, and to provide a transparent process for the booking of safer space at the City's FCSS facility to community groups.

**3.0 Policy Statement**

- 3.1 The City of Cold Lake shall establish the Cold Lake and District FCSS Booking Policy to support social services orientated community organizations and other registered societies through the delivery of affordable, accessible, safer meeting space.
- 3.2 A standardized application process applying two annual deadlines will be utilized.
- 3.3 The following guidelines shall be established to ensure transparent and consistent administration of the meeting spaces.
  - 3.3.1 Eligible criteria for community organizations
  - 3.3.2 Eligible criteria for use of meeting space
  - 3.3.3 Application process

- 3.3.4 Application Evaluation Criteria
- 3.3.5 Terms and conditions of booking

#### **4.0 Managerial Guidelines**

- 4.1 The City of Cold Lake provides high quality safer space for use by social services orientated community organizations and other registered societies.
- 4.2 FCSS offers year-round programming. A standardized application process applying two annual deadlines will be utilized. Programing terms are January 1st to June 30th and July 1st to December 31st.
- 4.3 Prior to the start of each programming term, City staff will book and block out the necessary space and times required to accommodate scheduled programming.
- 4.4 After the start of each programming term, available space and times will be considered vacant and available for use by registered societies.
- 4.5 Applications will be accepted for the present scheduling period. Applications will be accepted from the first day of each term to the last day of each term of each calendar year.
- 4.6 Organizations eligible to apply for facility rental shall be a registered non-profit society.
- 4.7 City shall schedule facility rentals in best interest of the community. Priority scheduling is as follows, in order from highest priority to lowest:
  - 4.7.1 Organizations operating under the Ministry of Seniors, Community and Social Services, the Ministry of Children's Services, and registered societies furthering the mandate of FCSS in accordance with the FCSS Accountability Framework.
  - 4.7.2 All other registered societies.
- 4.8 Applications made for the current term will be reviewed for eligibility and availability of requested space, after all FCSS programs or co-sponsored programing.
- 4.9 Facility Rental Agreement is to be completed and signed by an individual with signing authority on behalf of the registered society applying.
- 4.10 Space available for use are:
  - 4.10.1 Classrooms 1, Classroom 2
  - 4.10.2 Boardroom

- 4.10.3 Loft
- 4.10.4 Theatre
  
- 4.11 Space will be available, every day, between 8:30 a.m. and 9:30 p.m.
  
- 4.12 The City retains all right to decline applications, limit the frequency of use, and cancel bookings.
  
- 4.13 Use of the FCSS kitchen requires applicants to comply with health regulations. Food service to the public requires applicants ensure proper Food Safe protocol is followed.
  
- 4.14 In the event of an emergency, the Applicant of the room booking is responsible for ensuring all attendees evacuate the premises in accordance with the FCSS Evacuation Plan. The Applicant is to maintain a complete list of all program attendees, and in the event of an emergency, is responsible to direct all attendees to evacuate the facility and gather at the Muster Point.
  
- 4.15 Applicants are subject to the terms and conditions set out in the FCSS/Family Connections Centre Facility Rental Agreement.

**5.0 References**

- 5.1 FCSS/FRN Facility Rental Agreement
- 5.2 FCSS Accountability Framework
- 5.3 Ab.gov.ca
- 5.4 Canadian Institute of Food Safety (<https://go.foodsafety.ca>)

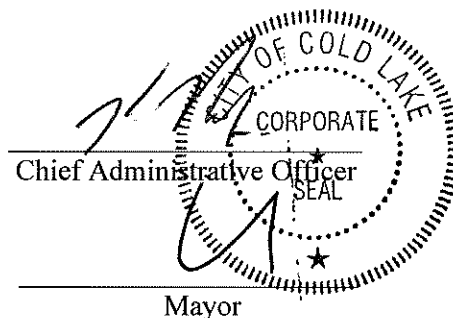
**6.0 Persons Affected**

FCSS Staff

**7.0 Revision/Review History**

Aug 17, 2023  
Date

Aug 17 2023  
Date

  
Chief Administrative Officer

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Mayor