

## 2019 USER FEES FOR CARAMBECK COMMUNITY CENTRE

- 1) **Minor/Charitable/Senior:** Any group of individuals where the ages of the participants are mainly under the age of 18 years or over the age of 55 years and are residents of the Town of Carleton Place, or any organization in possession of a valid donation registration # issued by the Federal Government.

<b>FACILITY</b>	<b>WEEK DAY HOURLY RATE</b>	<b>EVENING HOURLY RATE</b>	<b>WEEKEND HOURLY RATE</b>
*GYMNASIUM	\$15.93 + \$2.07 (hst) <b>\$18.00/hr</b>	\$13.94 + \$1.81 (hst) <b>\$15.75/hr</b>	\$25.00 + \$3.25 (hst) <b>\$28.25/hr</b>
LIBRARY	\$13.94 + \$1.81 (hst) <b>\$15.75/hr</b>	\$13.94 + \$1.81 (hst) <b>\$15.75/hr</b>	\$25.00 + \$3.25 (hst) <b>\$28.25/hr</b>
MEETING ROOM	No charge if during staffing hours	No charge if during staffing hours	\$25.00 + \$3.25 (hst) <b>\$28.25/hr</b>

**Weekend Rentals** - Please note: minimum \$154.50 for Gym rentals and \$77.50 for library & meeting room rentals on Saturday & Sunday. This excludes days in which staffing is already in the building due to a rental. For current staffing availability, please call the office.

**Meeting Room 'No Show' Fee-** User Groups will be required to pay the hourly fee of \$15.75 for any rental in the Meeting Room that is not utilized without a 48 hour cancellation notice.

- 2) **Resident - Adult:** Any individual, organization or business who resides or operates within the Town of Carleton Place.

<b>FACILITY</b>	<b>WEEK DAY HOURLY RATE</b>	<b>EVENING HOURLY RATE</b>	<b>WEEKEND HOURLY RATE</b>
*GYMNASIUM	\$20.80 + \$2.70 (hst) <b>\$23.50/hr</b>	\$20.80 + \$2.70 (hst) <b>\$23.50/hr</b>	\$25.00 + \$3.25 (hst) <b>\$28.25/hr</b>
LIBRARY	\$15.93 + \$2.07 (hst) <b>\$18.00/hr</b>	\$15.93 + \$2.07 (hst) <b>\$18.00/hr</b>	\$25.00 + \$3.25 (hst) <b>\$28.25/hr</b>
MEETING ROOM	\$13.94 + \$1.81 (hst) <b>\$15.75/hr</b>	\$13.94 + \$1.81 (hst) <b>\$15.75/hr</b>	\$25.00 + \$3.25 (hst) <b>\$28.25/hr</b>

**Weekend Rentals** - Please note: minimum \$154.50 for Gym rentals and \$77.50 for library & meeting room rentals on Saturday & Sunday. This excludes days in which staffing is already in the building due to a rental. For current staffing availability, please call the office.

**Meeting Room 'No Show' Fee-** User Groups will be required to pay the hourly fee of \$28.25 for any rental in the Meeting Room that is not utilized without a 48 hour cancellation notice.

- 3) **Non – Resident:** Any individual or organization, minor or adult outside the Town of Carleton Place.

<b>FACILITY</b>	<b>WEEK DAY HOURLY RATE</b>	<b>EVENING HOURLY RATE</b>	<b>WEEKEND HOURLY RATE</b>
*GYMNASIUM	\$29.65 + \$3.85 (hst) <b>\$33.50/hr</b>	\$29.65 + \$3.85 (hst) <b>\$33.50/hr</b>	\$34.29 + \$4.46 (hst) <b>\$38.75/hr</b>
LIBRARY	\$25.00 + \$3.25 (hst) <b>\$28.25/hr</b>	\$25.00 + \$3.25 (hst) <b>\$28.25/hr</b>	\$34.29 + \$4.46 (hst) <b>\$38.75/hr</b>
MEETING ROOM	\$20.80 + \$2.70 (hst) <b>\$23.50/hr</b>	\$20.80 + \$2.70 (hst) <b>\$23.50/hr</b>	\$34.29 + \$4.46 (hst) <b>\$38.75/hr</b>

**Weekend Rentals** - Please note: minimum \$154.50 for Gym rentals and \$77.50 for library & meeting room rentals on Saturday & Sunday. This excludes days in which staffing is already in the building due to a rental. For current staffing availability, please call the office.

**Meeting Room 'No Show' Fee-** User Groups will be required to pay the hourly fee of \$38.75 for any rental in the Meeting Room that is not utilized without a 48 hour cancellation notice.

**Please note:**

1. The Town of Carleton Place reserves the right to cancel bookings. In the event that this occurs, four weeks' notice will be given prior to the booking.
2. Gymnasium, Library, and Classroom rentals are not available in the day time during holidays, PA days, or summer months due to the occupancy of the Carleton Place Child Care Services Day Care Program.

**FACILITY DESCRIPTIONS:**

**GYMNASIUM**

Capacity:

Number of Non-fixed Seating Only	385
Number of Non-Fixed Seating with Tables	304
Number of standing space	480

- All rentals are own set up and own clean up unless specified on contract
- A staffing charge of \$32.50/hr will be added should set up or cleanup be required
- Should a User Group require the use of gymnasium as well as a Community Room; the Weekday rate shall apply to the Community Room.
- Tables and chairs are available.

**LIBRARY**

- All rentals are own set up and own clean up unless specified on contract
- A staffing charge of \$32.50/hr will be added should set up or cleanup be required
- Weekend rentals require a minimum charge of \$77.50
- Tables and chairs are available.

**OWN SET UP AND CLEAN UP STANDARDS:**

**Set up**

- setting up all tables and chairs as per required
- putting up all decorations (with masking tape ONLY)
- any additional set up as required for the event (for example: audio/visual)

**Clean up**

- wiping down all tables and chairs that were used
- returning tables and chairs to their original spot
- placing all garbage and recycling in their appropriate containers (provided)
- removing all decorations
- light sweeping as required
- clean up of any major spills or messes