

CARAMBECK COMMUNITY CENTRE –2017/2018 USER FEES FOR FACILITIES

- 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.

FACILITY	WEEK DAY HOURLY RATE	EVENING HOURLY RATE	WEEKEND HOURLY RATE
*GYMNASIUM	\$15.04 + hst \$17.00/hr	\$13.05 + hst \$15.00/hr	\$23.45 + hst \$26.50/hr
LIBRARY	\$13.05 + hst \$15.00/hr	\$13.05 + hst \$15.00/hr	\$23.45 + hst \$26.50/hr
MEETING ROOM	No charge if during staffing hours	No charge if during staffing hours	\$23.45 + hst \$26.50/hr

Weekend Rentals - Please note: minimum \$150.00 for 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- Minor/Charitable/Senior User Groups will be required to pay the hourly fee of \$15.00 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.

FACILITY	WEEK DAY HOURLY RATE	EVENING HOURLY RATE	WEEKEND HOURLY RATE
*GYMNASIUM	\$19.47 + hst \$22.00/hr	\$19.47 + hst \$22.00/hr	\$23.45 + hst \$26.50/hr
LIBRARY	\$15.04 + hst \$17.00/hr	\$15.04 + hst \$17.00/hr	\$23.45 + hst \$26.50/hr
MEETING ROOM	\$13.05 + hst \$15.00/hr	\$13.05 + hst \$15.00/hr	\$23.45 + hst \$26.50/hr

Weekend Rentals - Please note: minimum \$150.00 for 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.

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

FACILITY	WEEK DAY HOURLY RATE	EVENING HOURLY RATE	WEEKEND HOURLY RATE
*GYMNASIUM	\$27.88 + hst \$31.50/hr	\$27.88 + hst \$31.50/hr	\$32.30 + hst \$36.50/hr
LIBRARY	\$23.45 + hst \$26.50/hr	\$23.45 + hst \$26.50/hr	\$32.30 + hst \$36.50/hr
MEETING ROOM	\$19.47 + hst \$22.00/hr	\$19.47 + hst \$22.00/hr	\$32.30 + hst \$36.50/hr

Weekend Rentals - Please note: minimum \$150.00 for 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.

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 Nonfixed 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 \$25.25/hr will be added should set up or cleanup be required
- Weekend rentals require a minimum rental charge of \$150.00
- 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 \$25.25/hr will be added should set up or cleanup be required
- Weekend rentals require a minimum charge of \$75.00
- Tables and chairs are available.

OWN SET UP AND OWN CLEAN UP STANDARDS

Doing Your Own Set Up Means

- Setting up all tables and chairs as per required.
- Putting all decorations up yourself (with masking tape only.)
- Any additional set up as required for your event. If you have any questions; please feel free to ask staff on duty.

Doing Your Own Clean Up Means

- Wiping Down all tables and chairs that were used.
- Returning tables and chairs to their original spot.
- Placing all garbage & recycling in their appropriate containers.
- Light sweeping as required.
- Removing all decorations.