

## Village of Haines Junction

### Small Room Policy

#### Policy #34 – 21

#### Objective:

This policy defines the rental regulation for the Small Room which is the room facing the arena on the ground floor of the St. Elias Convention Centre.

The policy and procedures will:

- a) Reflect current practice with health service providers and other users;
- b) Not compete with local businesses which may from time-to-time have office space available for rent;
- c) Limit the number of days per week a user may use the room;
- d) Limit the number of months in advance that the room may be booked;
- e) Set the rental fee for rental for health service providers and other users of the room;
- f) Require health service providers to tidy and sanitize the room after use;
- g) Make it the responsibility of the health service providers to obtain an approved Application for Health Approval document (example attached), if required;
- h) Define Wellness Practitioners as being health service providers that are registered/certified by a territorial, provincial, or nationally recognized association; and,
- i) Recognize that being able to rent the room is a privilege being extended to health service providers by the community of Haines Junction to support community health.

Adopted by Resolution #84-21 on the 24<sup>th</sup> day of March, 2021.

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Dan Rodin, Chief Administrative Officer

## **Small Room Policy Procedures**

### **1. Renters**

- a) The room will be made available primarily to wellness practitioners and groups booking the entire convention centre.
- b) Wellness practitioners are defined as individuals who are certified or registered with a territorial, provincial, or national organization.

### **2. Booking - Wellness Practitioners**

- a) The maximum number of days per week that each wellness practitioner may book the room is two (2) days per week.
- b) Wellness practitioners may book the room up to six (6) weeks in advance from the date of the booking.
- c) Booking may be done in person or by email.
- d) Bookings will only be considered made upon the execution of a Facility Rental Agreement by the renter.

### **3. Bookings - Other Users**

- a) Preference will be given to groups booking the entire convention centre.
- b) Businesses not providing health services will be required to demonstrate that they have been unable to obtain alternative accommodation.
- c) Bookings will ordinarily be for a maximum of two (2) days per week, for up to three (3) months.
- d) Groups using the entire facilities may book the room for a longer period of time and may reserve the Small Room when booking the rest of the convention centre.

### **4. Room Booking Cancellations**

- a) It is recognized that a booking may be cancelled due to emergent situations such as bad weather or personal tragedy. In these situations, it is expected that the Village will be notified by phone or email.
- b) At the discretion of the Chief Administrative Officer or designate, in situations where there is a perceived pattern of last-minute cancellations or the renter not showing up to use the room, the Chief Administrative Officer or designate may withdraw the privilege of being able to book the room for a period of six (6) weeks.

### **5. Room Rental Fee**

- a) The rental fee will be set in the Village of Haines Junction Consolidated Fees Bylaw 343-19 as amended from time to time.

- b) There will be a separate room rental fee for wellness practitioners.
- c) The rental fee must be paid within thirty days of the invoice being issued. If not paid, other bookings will not be allowed.

**6. Yukon Application for Health Approval**

- a) If required by regulation, it will be the responsibility of the renter to ensure that the Application for Health Approval is obtained by the renter.