

**Village of Haines Junction  
Local Community Group and Individuals Support Policy**

**Policy #36-21**

**Objective:**

This policy defines the Village of Haines Junction support to local Community Groups and Individuals living in the Haines Junction/Dakwākāda region.

**Parameters:**

The policy is applicable to Local Community Groups and Individuals residing in the Haines Junction/Dakwākāda region.

Village Staff will annually report to Mayor and Council the value of the waived fees and the cost of the insurance policy.

**Rationale:**

The rationale for this policy is to:

1. Provide support to community groups and individuals organizing services, programs, or activities by reducing complexity of obtaining the use of municipal recreation and convention centre facilities;
2. Reduce financial barrier for local people who want to participate in events, services or activities held at the convention centre or at recreational facilities;
3. Increase the usage of municipal facilities; and,
4. Provide 3<sup>rd</sup> Party Liability for organizers of activities.

**Definitions:**

Cleaning – sanitation to reduce the transmission of infectious diseases and return the facilities to the condition that they were offered in.

Fees – those fees ordinarily charged to individuals or groups for the use of Village of Haines Junction recreational or convention centre facilities and the fees for offsite use of tables and chairs.

Insurance Policy – a insurance policy that provides \$2,000,000 third (3<sup>rd</sup>) party liability insurance, or as amended.

Local Community Group – a group of people comprised mainly of people residing in the Haines Junction / Dakwākāda. It will ordinarily meet the following criteria:

- Membership to the group is open to everyone;
- Provides a service, program, or activity to our community (Haines Junction/Dakwākāda);
- Access to the service, program, event, or activity is open to all residents;
- Does not charge a fee to attendees;
- The group may be a registered society or simply a group of individuals;
- The group will not have paid staff;
- The group will be a non-profit group.

Private Party – these are groups holding activities, programs, events, or services that are restricted to specific individuals. Examples of a Private Party include weddings and birthday parties.

Excluded Activities – these are activities for which the Insurance Policy does not apply. This includes activities such as: alpine skiing, boxing, climbing walls, contact martial arts, gymnastics, kickboxing, minor hockey (18 & under), and rugby.

**Support:**

This policy will:

- Permit Local Community Groups to use municipal owned recreation and convention centre facilities at no cost to the Community Group;
- Provide 3<sup>rd</sup> Party Liability insurance to eligible Community Groups and,
- Enable free access for residents to recreational opportunities provided by the Municipality.

**Local Community Group and Individual Exceptions:**

The Chief Administrative Officer may grant exceptions to the eligibility criteria to Local Community Groups and Individuals on a case-by-case basis.

**Private Parties:**

Private Parties are not eligible to benefit from this policy unless otherwise indicated.


**Bouncy Cow Castle:**

The Bouncy Cow Castle shall be available free-of-charge to private parties during designated hours according to the facility rental availability.

**Implementation:**

The Chief Administrative Officer is responsible for the implementation of this policy.

Adopted by Resolution #308-21 on the 22<sup>nd</sup> day of September, 2021.



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Dan Rodin, Chief Administrative Officer

## **Local Community Group and Individual Support Policy Procedures**

### **Individuals Attending Events, Programs, Service or Activities**

Adults may be required by employees to provide documentation of their residency in the Haines Junction/ Dakwākāda region. Children need to be accompanied by an adult with the required residency document.

### **Community Group Use**

Community Groups will be required to complete the Free-Use Rental Application (Appendix “A”) when requested by employees of the Municipality of Haines Junction.

### **Additional Items**

Community Groups requesting linens and wireless microphones will be required to pay a fee pursuant to the Municipal Fees Bylaw

### **Offsite Use**

Materials may be used off-site at the discretion of the Chief Administrative Officer or delegate.

### **Facility Cleaning**

Community Groups will be required to clean the facilities after use or pay an agreed upon cleaning fee.

### **Community Group Booking**

Community Groups may book two annual events six months in advance.

Other bookings can only be made two months in advance. The location of these bookings is at the discretion of the Village and may be changed at any time to accommodate other users. The Village will strive to provide advance notice regarding any location changes.

### **Community Group Booking Cancellations**

Groups must provide at least one-week prior notice of a cancellation. Failure to provide notice twice within a thirty (30) day period will result in the Group losing the right to make a free-use booking for a thirty (30) day period.

### **First Come First Served**

Bookings will be made on a First Come First Served basis. All Community Groups are requested to ensure that other Community Groups are afforded good times slots during which to hold events or activities.



# Village of Haines Junction

## Recreational Facilities

### Free-Use Rental Application

#### **Rental Information:**

Please complete the following to help the Village determine whether your rental request falls under the Village's Local Community Group and Individual Support Policy. Additional information may be requested by the Village. This application is to be completed in conjunction with the standard Village of Haines Junction Rental Agreement.

1) Organiser and applicant: \_\_\_\_\_

2) Which of the following categories best describes the person/group organizing the event?

*Non-profit*

*Business*

*Government*

*Private Individual*

*Other:* \_\_\_\_\_

3) Are you based out of the greater Haines Junction/Dakwākāda area?      *Yes*      *No*

4) Description of event: \_\_\_\_\_

5) Is your event open to the general public?      *Yes*      *No*

6) Will your event be advertised to the general public, and how?      *Yes*      *No*

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7) Will there be any costs / charges to attendees of the event?      *Yes*      *No*

8) If yes, how will the proceeds be allocated? (e.g. fundraiser):

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#### Office Use Only

This application for free use of Village facilities is:

Accepted

Accepted with conditions

Denied

Additional information (if applicable): \_\_\_\_\_

Date of decision: \_\_\_\_\_

\_\_\_\_\_  
Name of Village Representative

\_\_\_\_\_  
Signature of Village Representative



# Village of Haines Junction Recreational Facilities Free-Use Rental Application

## Free-Use Terms and Conditions:

*Please note that these terms and conditions are in addition to the terms and conditions in the standard Village of Haines Junction Rental Agreement.*

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Facility fees for the St. Elias Convention Centre and the Bill Brewster Arena Mezzanine are being waived in order to support safe and affordable recreational opportunities to our community. This excludes private and for-profit events other than fundraisers.

Free-use of the Village Recreational Facilities does not include any Covid-19 sanitization required at the time of the event. You will be responsible for either completing the sanitization process or paying the sanitization surcharge as outlined on the Rental Agreement.

With the exception of two annual events, free-use bookings can only be confirmed for up to two months in advance.

The location of free-use bookings in Village Facilities is at the discretion of the Village and may be changed at any time to accommodate other users. The Village will strive to provide advance notice regarding any location changes.

Free-use renters must provide the Village with **one week prior notice** of any cancellations or changes to their bookings, unless there are extenuating circumstances, as determined by the Village. Failure to provide notice twice within a one month period will result in the user losing the right to make any further free-use bookings for a one month period.

It is the responsibility of the renter to ensure that all information contained in this application is accurate and up-to-date at the time of the event. Failure to do so may result in the Village charging for a rental should it be determined that the event does not fall under the free-use parameters set by the Village due to false or misleading information being contained in this application.

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*I agree to the terms and conditions included in this application and hereby certify that all information contained in this application is accurate:*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date