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## MANAGEMENT REPORT

**Date:** September 9, 2024  
**To:** Mayor and Council  
**From:** Tim Wolfe, Director of Community Services  
**Report Number:** COU24-090  
**Attachments:** P.3.4 – Rental of Auditorium Policy (Current);  
P.3.4 – Rental of Auditorium Policy (DRAFT)

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**Title:** City Hall Auditorium Rental Policy Amendment

**Objective:** To rescind the City of Stratford Auditorium Rental Policy P.3.4 and replace it with an administrative policy which will include a more fulsome description of procedures for use of the space as well as prohibited uses and events and move from a Council Policy to an Administrative Policy.

**Background:** The City Hall Auditorium Rental Policy was first adopted by Council February 26, 1979 with amendments made February 22, 1999; February 28, 2005, and February 13, 2017. The current Policy contains very few guidelines:

- That the City Hall Auditorium is not booked for Christmas Eve, New Year's Eve and the following identified holidays: New Year's Day, Christmas Day, Good Friday and Easter Monday.
- That day-time performances/theatrical productions and rehearsals be restricted from using the Auditorium when City Hall offices are open to the Public.
- That rental fees no longer be waived when the event is over, but the renter's equipment is still in the Auditorium the next day.
- Minor amendments to the Rental Agreement may be permitted without Council approval, provided the spirit and intent of the February 13, 2017 Auditorium policies are maintained and are to the satisfaction of the Chief Administrative Officer or designate.

Effective July 2022, the Community Services Department, Facilities Division assumed responsibility of the operations and maintenance of all City of Stratford facilities which included City Hall. This was identified as a Service Delivery Review recommendation.

As the maintenance of City Hall was assumed by the Department it was determined that the booking of the Auditorium could also be automated, by using the Community Services' booking software rather than the manual process previously used in the Clerks' Office. This change occurred in January 2024.

**Analysis:** The City Hall Auditorium space may be rented by members of the public or community groups. The purpose of the revised administrative policy is to provide guidelines for members of the public on the use of the City Hall Auditorium.

Staff advise that the current Policy does not provide a fulsome overview of the guidelines. Therefore, both the Policy and the Auditorium Rental Agreement documents have been updated.

**Financial Implications:**

**Not applicable:**

There are no financial implications to be reported as a result of this report.

**Alignment with Strategic Priorities:**

**Not applicable:** This report does not align with one of the Strategic Priorities as it pertains to policy wording amendment.

**Alignment with One Planet Principles:**

**Health and Happiness**

Encouraging active, social, meaningful lives to promote good health and wellbeing.

**Culture and Community**

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

**Staff Recommendation: THAT Policy P.3.4 Rental of City Hall Auditorium be rescinded and replaced with an Administrative Policy.**

**Prepared by:** Tim Wolfe, Director of Community Services

**Recommended by:** Tim Wolfe, Director of Community Services  
Joan Thomson, Chief Administrative Officer