



The Corporation of the City of Stratford Policy Manual

Policy Number:	P.3.4
Policy Section:	Municipal Property
Department:	Community Services
Date Adopted:	February 26, 1979
Date Amended:	February 22, 1999 by R99-67; February 28, 2005, February 13, 2017; September 9, 2024
Scheduled for Review:	
Date of Last Review:	2024
Policy Type:	Administrative Policy

Rental of City Hall Auditorium

Policy Statement:

The City of Stratford is the owner and operator of the City Hall Auditorium. This space may be rented by members of the public or community groups.

Purpose:

The purpose of this policy is to provide guidelines for members of the public and city staff on the use of the City Hall Auditorium.

Procedure:

Use of the City Hall Auditorium

1. Any requests to book the City Hall Auditorium that are in accordance with City policies and subject to City approval will be accepted on a first come, first serve basis and subject to the Lessee entering into an agreement.
2. No application to rent the City Hall Auditorium shall be approved if it in any way results in the interference of the day-to-day operations of City Hall, including but not limited to public access, Council meetings, maintenance and/or renovations, unless approved by the Director of Community Services.
3. The use of the City Hall Auditorium for public elections and City events, including but not limited to, meetings, open houses or presentations shall take precedence over any other bookings. At all times the City shall retain the sole and exclusive

right to use the City Hall Auditorium at any time upon the City providing written notice to the Lessee a minimum of thirty (30) days in advance of the booking cancellation.

4. The City Hall Auditorium is not available for rent and shall not be rented out after 4:00 p.m. on the second, third or fourth Monday of every month in order to maintain flexibility in accommodating City meetings, open houses and similar functions related to the conduct of City business, except for the approved theatrical productions that book two to three weeks annually.
5. The City Hall Auditorium will not be booked for any Statutory Holidays or other Holidays observed by the City of Stratford.
6. Any requests to book the City Hall Auditorium that are submitted greater than one (1) year in advance of the booking date for the event shall not be accepted by the City, unless approved by the Director of Community Services. This does not apply to City events including, but not limited to, municipal elections or City sponsored events.
7. The use of the City Hall Auditorium for any necessary event set-up prior to and take down after the actual event may be considered and treated as additional rental times and subject to additional fees. All set-up and take down times shall be approved by the City. The City retains the right and authority to reschedule any approved set-up and take down times as necessary.

Prohibited Uses and Events

1. Consumption of food and beverages is allowed only in permitted areas.
2. Confetti and/or confetti-like products, cooking equipment, open flames, burning of incense and/or candles or any similar products are not permitted to be used in the facility or on facility grounds, unless approved by the Director of Community Services.
3. The use of fans, portable heaters, smoke machines or dry ice is strictly prohibited, unless approved by the Director of Community Services.
4. No person under the age of 18 shall be permitted to rent the City Hall Auditorium or shall be permitted to be the signing authority.
5. The City Hall Auditorium **shall not** be used for the following types of events, unless approved by the Director of Community Services:
 - a) Functions that include dancing during regular business hours 8:30 a.m. – 4:30 p.m. Monday – Friday when City Hall is normally open.

- b) Any music concerts, bands, or performances where the instruments are amplified during regular business hours 8:30 a.m. – 4:30 p.m. Monday – Friday when City Hall is normally open.
- c) Performances, theatrical productions and/or rehearsals during regular business hours 8:30 a.m. – 4:30 p.m. Monday – Friday when City Hall is normally open.
- d) Private parties, private functions, or banquets where alcohol is being sold, provided, or consumed save and except for City approved and sponsored events.
- e) Retail sales events or events for commercial or business purposes, with the exception of cinema use.
- f) Any event or purpose which may render the insurance on City Hall void or voidable or which might cause the premiums for such insurance to be increased.

Amendments to Rental Agreement

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.

Legislative Authority:

N/A

Related Documents:

- City Hall Auditorium, Rental Terms, Conditions and Contract
- City of Stratford Municipal Alcohol Policy