



DISTRICT OF 100 MILE HOUSE Policy & Procedures Manual

1.7 COUNCIL CHAMBERS

PURPOSE

To outline the policy on the use of Council Chambers for outside organizations.

POLICY

The Municipal Council chambers may be used, at no charge, by outside volunteer organizations that have a direct benefit to the municipality and surrounding area. Council reserves the right to have first preference to use the Chambers.

The designate of the organization will contact the municipality to arrange the use of Council Chambers.

Meetings must be held between 8:30 am and 4:30 p.m. (Municipal office hours), unless a member of Council or a municipal employee is in attendance, and that municipal designate is responsible for opening and closing chambers outside of regular office hours.

Municipal employees will not provide secretarial services unless the employee is part of the organization and they volunteer to provide such service.

The use of the municipal photo-copier, fax machine and other such equipment is not permitted unless prior approval has been issued.

Any use outside this policy must be approved by the CAO or his/her designate.

