

ROOM/SITE RENTAL POLICY

Title: Room/Site Rental Policy

Topic: St. Jacques Heritage House Facility

Oversight: Board of Directors

Approved: April 2, 2025

Next Review: April 2, 2030



POLICY STATEMENT

The Activity Room and/or the use of the computers in the Family History Room of the St. Jacques Heritage House Museum is made available to community members and organizations when such use does not interfere with patrons using the Family History Room for family history research and other site activities or museum related services.

PURPOSE This policy outlines terms and conditions of use for the activity room, Research computers and/or site rentals at the Heritage House.

PROVISIONS

- The Activity room and/or research computers are available to rent if they are not required for the provision of Family History services, including museum programs and events or co-sponsored programs and events.
- The Activity room and/or research computers are made available for rental on an equitable basis regardless of beliefs or affiliations of individuals or groups requesting use in accordance with the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act.
- The permission to use Museum spaces does not signify that the Museum endorses the policies or beliefs of the individual(s), group(s) or organization(s) using the space. Topics for discussion, names of speakers with their affiliation and items for sale must be disclosed and documented at the time of booking. The Museum may deny space rentals where such rental would interfere with the public's use of the Museum.
- The Museum will not knowingly permit any individual or group to use its facilities for any illegal purpose, including contravention of the Criminal Code of Canada, the Canadian Charter of Rights and Freedoms, or the Alberta Human Rights Act.
- Advertising of meetings or events taking place in Museum spaces shall not imply endorsement by the Museum of the content of the program or event unless such events are explicitly endorsed or co-sponsored by the Museum.

- The Museum logo and any other indication of museum affiliation cannot be used in any third-party event advertising without the express permission of the Museum Director/President of the Beaumont & District Heritage Society.
- A minimum of one Museum staff member must have access to museum spaces at all times and may attend any meeting/event free of charge to audit and/or review compliance with Museum policies and the Terms and Conditions of the rental agreement.
- No special privileges are extended to organizations to which Museum staff members or Board members belong.
- Use of the Museum's rooms must be conducted in a manner consistent with the Museum's Code of Conduct and according to the terms, conditions, and regulations outlined in the room rental contract.
- The Museum does not rent space to individuals or organizations hosting for-profit events.
- The use of the Museum's rooms may not include or involve any of the activities listed below:
 - o Any violation of the criminal law of Canada, including the Criminal Code;
 - o Any violation of the Alberta Human Rights Act;
 - o Any other unlawful activities that violate applicable Library policies, rules or regulations; o Gaming, gambling or games of chance where money is exchanged, including bingos or lotteries;
 - o Service of alcohol;
 - o The use of the room in a way that is intended to establish the room as a permanent location of the user's activities and/or operations.
- The Museum space is not available to rent outside of operating hours. Exceptions will be made for programs and events the museum offers in partnership with external organizations.
- The Museum may refuse, deny, or cancel a booking when there are reasonable grounds to believe it involves any of the prohibited activities described above. If the Museum discovers that any prohibited activity is occurring after the event has commenced, the Museum may terminate the event. Decisions to refuse, deny or cancel room bookings on the grounds that they may involve prohibited activities are at the discretion of the Director.
- The Museum reserves the right to refuse, cancel, or terminate any booking
- The Museum may refuse, deny, and/or cancel a booking or may terminate any event in the following circumstances:

- o The user has previously damaged or misused Museum property or failed to pay any required fees for use of the space;
 - o The user has contravened this Policy and/or terms and conditions and regulations of use in the past;
 - o The user has made a material misrepresentation regarding themselves, their organization, the nature of the event or proposed use of the space, or any participants or attendees.
- Sales of goods are not permitted unless authorized by the Museum Chair/Board.
 - The Museum reserves the right to employ security measures if it is foreseeable that a room booking will present a risk to public safety and the Museum may require the renter to cover the costs of security measures.

RESPONSIBILITIES

The Chair/Board will:

- Review and bring forward to the Board recommendations for changes to the Room Rental Policy

The Chair/Board will:

- Establish room and equipment fee schedules and adjust rates based on public/private sector trends and operational costs.
- Establish a standard room booking contract and regulations (rules for use) and update, as required, to reflect changes to Museum policies and procedures.

Museum Volunteers will:

- Administer Museum room rentals in accordance with established policies and procedures. The Board will:
- Review this policy every three (5) years.

LEGISLATIVE AND POLICY AUTHORITIES

- Criminal Code of Canada
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act