



Date: **May 13, 2009**

**Motion:**

Title: **Use of Council Chambers**

**Policy No. 16**

**Purpose:** To provide guidelines for the use of the Council Chambers after hours and weekends.

**Procedure:**

The Council Chambers/Staff Room in the Village of Bawlf Administration Office will be available to be used by volunteer groups and organizations for evening or weekend meetings provided that a member of the Village Administration or the Village Council is in attendance for the duration of the meeting.

Groups or organizations wishing to hold a meeting in this location, must call the Village Office in advance of the meeting to book the appropriate date and time.

There will be no charge for the use of the Council Chambers/Staff Room under the conditions mentioned above.

Users will be expected to leave the room in a clean and tidy state (ie. wash all coffee pots, cups and cutlery used, remove all materials off the council table, turn off all lights, etc.)

The Village Administration or Village Council in attendance will be expected to disarm the building on arrival and arm the building again on departure.