

# City of Melfort Policy Manual

<i>POLICY TITLE:</i> <b>Historic Post Office Usage Policy</b>	<i>POLICY NUMBER:</i> <b>7.1.32</b>	<i>EFFECTIVE DATE:</i> <b>February 25, 2017</b>
<i>ORIGIN:</i> <b>Community Services Department</b>	<i>ADOPTED BY COUNCIL ON:</i> <b>January 16, 2017</b>	<i>DATE AMENDED:</i> <b>February 12, 2018</b>

## 1. PURPOSE

To provide policy guidelines which facilitate the ability to use the Historic Post Office for city-sponsored events only by way of application. Private rentals will not be authorized to use the facility for any event, with the exception of wedding ceremonies and photo shoots.

## 2. DEFINITIONS

- 2.1. "City-Sponsored Event" means any event directly organized and conducted by the City of Melfort or any event organized that the City has elected to support through appropriation of funds within the City's budget or that the City is a major sponsor and/or that is designated by City Management. Those organizations include: the Canada Day Committee, Melfort Business Revitalization Corporation, Preservation and Rehabilitation Committee, and Melfort & District Museum.
- 2.2. "Photo Shoot" shall include two (2) hours of restricted access, permitted during the hours of 12:00 p.m. and 5:00 p.m. daily.
- 2.3. "Wedding Ceremony" shall be a wedding ceremony no more than three (3) hours in length, between the hours of 12:00 p.m. and 5:00 p.m., for a maximum of 145 people. Chairs and a maximum of 6 tables shall be included with the rental.

## 3. GOALS AND OBJECTIVES

- 3.1. The *initial* goal is to preserve the structure to ensure no further deterioration.
- 3.2. The *short term* goal of the facility is to rehabilitate it to a useable state, in order to accommodate short-term users until the ultimate goal has been achieved.
- 3.3. The *long term* goal is the creation of a sustainable, thriving, impressive destination/landmark building that will benefit the entire community.
- 3.4. To offer the facility to community organizations on a continuous basis, to host city-sponsored creative events that would continue to engage the public until the long-term goal has been achieved.
- 3.5. Council is open to receiving proposals for the use of the building, which will be measured against our goals and strategy; however, at this point, they are only interested in leasing.

## 4. PROCEDURE

- 4.1 Requests (per event) must be submitted in writing by the customer to the Director of Community Services in the form of an application (Appendix A), eight weeks minimum prior to the event, outlining the following:
  - Name of user
  - Description of special event (detailed): event type, times, dates, number of attendees (max 150 attendees per Fire/Building Code Regulations).
- 4.2 The applications will be presented to the Director of Community Services for approval.
- 4.3 All applications are required to be city-sponsored events in order to be approved by the Director of Community Services. Private rentals, with the exception of wedding ceremonies and photo shoots, will be automatically denied.



APPENDIX A

HISTORIC POST OFFICE USE APPLICATION

Name of User: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Detailed description of events for which facility is being requested: (objectives, times, dates, number of attendees)

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City Sponsored Event:  Yes  No

**For Office Use Only:**

Management Recommendation prepared by: \_\_\_\_\_

\_\_\_\_\_ Recommended                      \_\_\_\_\_ Not Recommended

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved                      \_\_\_\_\_ Not Approved