

Community Center Rental Classifications

The Category for a specific use will be determined by the City Manager or his designee

Category I City of Sylvan Lake Meetings

The Facility will be available for use, free of charge, to City Council, Planning Commission and all City-established committees as approved by City Council.

I suggest adding the following:

At the discretion of the City Manager or his designee, Committees other than City Council, Planning Commission, or other meeting dates set by City Council, law or local ordinance, may be required to reschedule their meeting date if a rental is made for the full price, up to within two (2) weeks of the meeting date

Category II Community Events (Non-Fund raiser)

A Community event is one approved by the City Manager or his designee, and City Council if necessary, that the entire community is invited to attend. The event will be publicized as appropriate. Scheduled after Category I requests are completed. A nominal donation may be requested from attending participants to offset the cost of food or supplies for community events, with no intent of making a profit.

At the discretion of the City Manager or his designee, a community event may be required to reschedule their event date if a rental is made for the full price prior to advertising the event.

Category III Regular rentals and Sylvan Lake businesses

Any Sylvan Lake Resident, or Sylvan Lake resident-sponsored event which does not fall within the other definitions will be considered a Category III - Regular rental. They may be scheduled after Category I and II users under this policy. Reservations will be made on a first come first served basis. Full rental fees apply.

Businesses within the City of Sylvan Lake will be considered a Category III - regular rental. They may be scheduled after Category I and II users under this policy. Limited to Monday thru Friday rentals. Reservations will be made on a first come first served basis. Full rental fees apply.

Category IV Sylvan Lake Fund Raising Event

A fund-raising Activity is one primarily for the purpose of raising funds for the City of Sylvan Lake. The intended purpose for the donation, if one is to be specified, must be approved by City Council prior to the event.

Scheduled after Category I requests are completed, the individual or group hosting the fund-raising event will pay the applicable rental fee or 25% of the gross profits made by the event(s), whichever is less.