



**MUNICIPAL DISTRICT OF PEACE NO.135**

<b>AMENDED BY:</b> Barbara Johnson	<b>ADOPTED BY:</b> Council	<b>NUMBER:</b> ADM - 1
<b>TITLE:</b> Use of Municipal Office by Outside Organizations		<b>AMENDED:</b> Jan. 29, 2019

**PURPOSE OF THIS POLICY:**

To authorize use of the former municipal office at 5239 – 52 Avenue by outside organizations

**POLICY STATEMENT:**

The former municipal office at 5239 – 52 Avenue in Berwyn will be made available to organizations upon their requesting use of same, on a no charge basis.

Organizations that are granted the use of the municipal office shall be responsible for ensuring the facilities are left in the same condition in which they have found them. This shall include ensuring tables and chairs are returned to their original locations, as well as cleaning up any coffee supplies and/or dishes.

Organizations shall be responsible for providing all of their own coffee supplies

A responsible person shall be in charge at all times and shall collect the office keys from the current municipal office at 5240 – 52 Avenue in Berwyn during working hours, prior to the function. After the function, the keys can be left in the locked former municipal office in order to not require another trip into Berwyn to return the keys. Municipal staff will collect the keys the next business day.