

City of St. John's Corporate and Operational Policy Manual

Policy Title: Use of Indoor City Facilities	Policy #: 09-19-01
Last Revision Date: N/A	Policy Section: Community Services>Facilities
Policy Sponsor: Deputy City Manager, Community Services	

1. Policy Statement

The City supports the use of its facilities that are consistent with its commitment to equity, inclusion, diversity, and respectful workplaces.

This policy provides direction to Employees, organizations, individuals, elected officials, and electoral candidates related to the rental/use of Indoor City Facilities.

2. Definitions

“Employee” means any person employed by the City of St. John's as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“Indoor City Facility” refers to any City-owned and operated facility available for rental/use by the general public.

3. Policy Requirements

3.1 Availability and Booking of Indoor City Facilities

- a) Indoor City Facilities shall only be available for rental/use for activities as detailed in the **Use of Indoor City Facilities Procedures**.

- b) Indoor City Facilities shall not be available for rental/use for an activity that is inconsistent with the City's commitment to equity, inclusion, diversity, and respectful workplaces.
- c) Employees shall review applications to determine their eligibility as detailed in the **Use of Indoor City Facilities Procedures**.

3.2 Use by Elected Officials or Electoral Candidates

- a) No Indoor City Facility shall be used by or for the support of any candidate, elected official, or political party.
- b) An Indoor City Facility may be used for election or electoral-related educational purposes as determined solely by the City.

4. Application

This policy shall apply to any City-owned and operated Indoor City Facilities available for rental/use by the general public.

5. Responsibilities

5.1 All Employees in Indoor City Facilities shall be responsible for:

- a) complying with this policy.

5.2 All managers who supervise Employees in Indoor City Facilities shall be responsible for:

- a) communicating the requirements of this policy to their Employees and directing that they comply with the policy.

5.3 Users of Indoor City Facilities shall be responsible for:

- a) providing accurate and timely information to the City as required;
- b) complying with all conditions and requirements to the sole satisfaction of the City.

6. References

- Use of Indoor City Facilities Procedures

7. Approval

- Policy Sponsor: Deputy City Manager, Community Services;
City Clerk
- Policy Writer: Policy Analyst; Manager, Facilities and Administration
- Date of Approval from
 - Corporate Policy Committee: November 24, 2022
 - Senior Executive Committee: May 26, 2023
 - Committee of the Whole: May 31, 2023
- Date of Approval from Council: June 12, 2023

8. Monitoring and Contravention

- a) The Department of Community Services and the Office of the City Clerk shall monitor the application of the policy.
- b) Any contravention of this policy and/or related procedures shall be reported to the Department of Community Services, Office of the City Clerk, Department of Finance and Corporate Services (Human Resources Division), the Office of the City Solicitor, and/or the City Manager for further investigation and appropriate action.
- c) Appropriate action for Employees may include, but is not limited to, legal action and/or discipline up to and including dismissal.
- d) Appropriate action for users of Indoor City Facilities may include, but is not limited to, booking cancellation.

9. Review Date

Initial Review: 3 years, Subsequent Reviews: 5 years