


TOWN OF CARLYLE
POLICY MANUAL

Policy Description: Use of Council Chambers	TOWN OF CARLYLE	
Policy Number: OFF 0030	Original Date: Oct. 19, 2011 Reviewed: May 6, 2020	

Purpose of Policy: To regulate the use and access to Council Chambers.

- 1) Groups affiliated with the Town of Carlyle will be permitted to use the Council Chambers at no charge for meetings, providing that a member of Council or staff of the Town is present and part of the group.
- 2) Groups not affiliated with the Town of Carlyle will be permitted to use the Council Chambers at the discretion of the Chief Administrative Officer, at a rate of \$50 for each half day or \$100 for each day (e.g. 9:00 a.m. to 4:00 p.m.), providing that these groups vacate the premises no later than 4:30 p.m. Failure to leave by this time will result in an additional charge of \$50.00 per half hour or portion thereof, and subsequent infractions will result in no further use of the Chambers. This rate will include the cost of coffee supplies, but will not provide use of photocopier or fax or telephone services. Those services will be provided at the established rates under Policy OFF 0020.
- 3) The group organizers must identify themselves to Town Office staff upon arrival, and must indicate who will be meeting with them prior to accessing the room.