

	Policy Number:	REC01
	Policy Title:	Maples Booking Policy
	Policy Category:	Recreation & Culture
	Approval Date:	July 9, 2024
	Motion Number:	24-321
	Effective Date:	July 9, 2024
	Review Date:	
	Rescinds Policy:	N/A
	Responsible Department:	Department of Agriculture and Parks

PURPOSE

The purpose of this policy is to establish procedures and guidelines for bookings of the Maples Day Use Area (the “Maples”) within the Municipal District of Fairview No. 136 (the “Municipality”) to:

- Ensure fair and equitable access to the Maples’ facilities for a variety of events and activities;
- Maintain, protect and preserve the Maples’ natural beauty, and historical significance.

SCOPE

This policy applies to the Maples Day Use Area within the Municipal District of Fairview No. 136.

DEFINITIONS

CAO: means the Chief Administrative Officer for the Municipal District of Fairview No. 136.

Day-Use Activities: means activities that take place at the Maples between the hours of 7:00 a.m. and 11:00 p.m.

Municipality: means the Municipal District of Fairview No. 136.

POLICY

1.0 ELIGIBILITY

- 1.1 Bookings of the Maples is open to members of the public, non-profit organizations, community groups and commercial entities.

2.0 RESERVATION PROCEDURE

- 2.1 Bookings must be made by contacting the Municipality directly.
- 2.2 Bookings are accepted on a first-come, first-served basis, subject to availability.
- 2.3 Bookings must be made at least a week in advance of an event date.
- 2.4 To book the Maples, a completed Maples Booking Request must be submitted to the Municipality for approval and shall include details such as event type, date, time, and estimated attendance.
- 2.5 All Maples Booking Requests must be approved by the Director, Agriculture and Parks, or designate.

2.5.1 Any special requests that are not considered regular day-use activities or that could have an impact on the public's access or enjoyment of the Maples (such as camping, multi-day events, events that utilize the whole of the Maples etc.), require authorization from the CAO in consultation with the Director, Agriculture and Parks.

2.6 The day prior to the event taking place, the event host may pick up a 'Private Event in Progress' sign from the Municipal Administration Office to erect at the entrance of the Maples informing the public of the event.

3.0 USAGE

3.1 All users of the Maples shall comply with all applicable Municipal, Provincial and Federal legislation, regulations and policies.

3.2 All facilities shall be used responsibly, and all users shall respect the Maples' natural beauty, integrity and historical significance.

3.3 Events shall not cause damage to municipal property or disrupt the enjoyment of other Maples' users.

3.4 Amplified music or sound systems must be kept at reasonable volumes to minimize noise disturbance.

3.5 Alcohol consumption may be permitted with prior approval and adherence to applicable provincial liquor legislation and regulations.

3.6 Open flames, including barbecues and campfires, may be restricted depending on fire hazard conditions.

3.7 Event organizers are responsible for ensuring adequate waste management and cleanup following the event.

3.8 Event organizers may be required to obtain and maintain appropriate and adequate insurance for the duration of the event. Proof of such insurance, if required, shall be submitted to the Municipality prior to approval of the respective Maples Booking Request.

3.8.1 The Municipality reserves the right to request additional insurance coverage for high-risk activities or events with large attendance.

3.9 Users of the Maples shall not conduct any ground disturbance on municipally owned property.

3.10 Users shall report any finding of items of suspected historical significance on municipally owned property to the Municipality at the earliest possible convenience during municipal business hours; further, users shall not disturb or remove any items of suspected historical significance from the location of its finding.

3.11 Failure to abide by usage guidelines may result with the requestor losing future reservation privileges.

4.0 PUBLIC ACCESS

- 4.1 During bookings at Maples, it is imperative to ensure that Maples remains accessible to the public.
- 4.2 Event organizers must designate specific areas for their activities and allow other Maples users to enjoy the park during the event.
- 4.3 The Municipality reserves the right to impose conditions to safeguard public access and enjoyment of the Maples during bookings.

FORMS AND AGREEMENTS

- Maples Booking Request

DOCUMENT HISTORY

Action	Date
Approved	September 12, 1995
Reviewed	November 1, 2011
Revised	July 9, 2024