



FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

POLICY: **Deroche Community Access Centre Rentals**

Date Issued: February 2018

Date Amended:

PURPOSE AND INTENT

The Fraser Valley Regional District (the “FVRD”) operates a satellite office called the Deroche Community Access Centre (the “Deroche Office”) located at 10220 North Deroche Road, Deroche, BC.

The purpose of this policy and its associated procedures is to establish guidelines regarding the requests for rentals for the Community Meeting Room and the parking lot of the Deroche Office.

The Community Meeting Room accommodates seating for approximately 20 to 25 people, and has adjoining kitchen facilities and common area washrooms.

The parking lot of the Deroche Office is approximately 850 square meters, or 0.2 acres, and is situated at the crossroads of North Deroche Road and Lougheed Highway, and provides the ability to allow for electrical and water hookups.

POLICY

The order of priority for rentals of the Deroche Office is as follows:

- Emergency operations
- FVRD related bookings
- Bookings requested by outside organizations

The Community Meeting Room and parking lot are available for rental with the following user groups:

- Community groups;
- Non-profit organizations; or
- Government organizations.

Bookings of the Deroche Office Community Meeting Room and parking lot are subject to the FVRD’s priorities, as well as resource limitations.

Deroche Community Access Centre Rentals Policy and Procedure

PROCEDURE

1. The "Deroche Community Access Centre Rental Request Form" may be submitted by email to the FVRD's main reception at reception@fvrd.ca at least 10 business days prior to the requested rental date. Completed forms must contain the full name of the organization, time, date, contact name, email address and telephone number. A separate form must be used for each request.
2. Reception staff will direct all requests to the Manager of Corporate Administration for review and approval. Once considered by the Manager of Corporate Administration, reception staff will notify the person or organization if the request has been approved.
3. Reception staff will request a key fob from Information Technology coded specifically for use by the person or organization renting the Deroche Office.
4. The Manager of Corporate Administration will contact the person or organization and make arrangements for provision of the key fob, payment of the rental fee, and will review procedures for accessing and securing the Deroche Office.
5. Reception staff will contact the person or organization to make arrangements for return of the coded key fob.

Rental is set at a flat rate of \$25, plus taxes, per occurrence for either the Deroche Community Meeting Room or the Deroche Office parking lot.