

**Policy Number** A2025-01

**Policy Type** Administration

**Policy Name** Fair Use of Municipal Facilities

**Approval Date** March 12, 2025

**Motion #** 2025-078

**Revision Dates**

**Version**

**1. Purpose**
This policy establishes guidelines to ensure fair, equitable, and transparent access to municipal facilities for all community members, organizations, and user groups. Programs run by organizations other than the Recreation Department, must pay to use the facilities, (See rental fee policy).

**2. Principles**

The policy ensures:

* **Transparency:** Residents clearly understand which programs are Town-managed.
* **Fairness:** All facility users contribute equitably to costs.
* **Sustainability:** The Recreation Department retains control over municipal recreation programming.
* **Accountability:** Financial and operational oversight remains in municipal hands.

**3. Overview**

The Town of Eston’s (RM of Snipe Lake No. 259) recreational facilities are municipally owned and operated, with the primary objective of serving the community through structured, transparent programming.

Structured Programs being run from the Recreation facilities should:

* Be managed by the Town’s Recreation Department, OR
* Pay standard rental fees as an independent program

**4. Booking Process**

* All booking will be done through the Town Office. A Rental Agreement will be signed, and payment is to be made prior to the event.
* Requests will be processed on a first-come, first-served basis.
* Long-term or seasonal bookings may be allocated based on historical use and community impact.

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Mayor Signature Chief Administrative Officer