

Corporate Policy

Halton Regional Centre Facility Booking

Policy Number: POL.EFF.02.2024

Author: Energy, Fleet and Facilities

Authority: Corporate Services Department

Required by Legislation: No

Effective Date: January 1, 2025

Review Date: December 31, 2028

Related Documents:

- 2025 Fees and Charges By-law
- [Customer Code of Conduct](#)
- Halton Region Health and Safety Policy Statement

Relevant Legislation:

- [Ontario Human Rights Code, R.S.O. 1990, c. H.19](#)

1. Policy Statement

The Regional Municipality of Halton (Halton Region) allows public use of designated meeting rooms and other spaces in public access areas at the Halton Regional Centre for recreational, educational, athletic or social activities.

2. Purpose

This policy outlines the requirements related to public use of designated meeting rooms and other spaces in public access areas at Halton Regional Centre to support facility utilization in a safe, fair and consistent manner that responds to community needs.

3. Scope

This policy applies to members of the public seeking to book designated meeting rooms and other spaces in public access areas for the purpose of recreational, educational, athletic or social activities.

4. Requirements

4.1 Booking Meeting Rooms and Other Spaces

- (a) All requests from the public to book designated meeting rooms and other spaces in public access areas at the Halton Regional Centre are managed by Facilities Services (including related administration and fee collection).
- (b) Designated meeting rooms and other spaces in public access areas may be booked by the public for recurring and non-recurring activities, subject to any final approval requirements, up to one month in advance for bookings during normal business hours and up to three months in advance for bookings after normal business hours.
- (c) Booking times include normal business hours (Monday to Friday from 8:30 a.m. to 4:30 p.m.), after hours during the week from 4:30 to 9:00 p.m., and weekends from 9:00 a.m. to 9:00 p.m.; Statutory and declared holidays are excluded. Bookings are restricted to Main Block designated meeting rooms and spaces in public access areas.

- (d) Furniture configuration requirements for designated rooms and other spaces must be provided at the time of booking.
- (e) Cancellation of a booking must be completed at least three business days in advance. Failure to cancel a booking within three business days may result in loss of deposit.
- (f) Alcohol use is not permitted at any time.
- (g) No access will be provided to audio visual or information technology equipment. Public Wi-Fi will be available.
- (h) Halton Region's Customer Code of Conduct must be adhered to,
- (i) All federal and provincial laws must be obeyed along with municipal by-laws and Halton Region policies; third party liability insurance coverage, if applicable, must be secured.

4.2 Facility Booking Restrictions

Facilities Services may refuse booking requests for designated meeting rooms and other spaces in public access areas due to prior misuse, failure to pay any required service charges, previous damage and/or failure to submit and/or comply with a Release, Waiver and Indemnity Agreement.

Facilities Services will not approve facility rental requests from groups and/or individuals that in any way contravene Halton Region's policies, or by-laws or promote:

- (a) behavior, beliefs, and/or practices that would be demeaning or discriminatory under the *Ontario Human Rights Code*, R.S.O. 1990, c. H.19;
- (b) alcohol and other addictive substances;
- (c) the support of or involvement in the production, distribution, and sale of weapons or other life-threatening products;
- (d) support, and/or engage in demonstrations or protests that Halton Region determines, acting reasonably, may result in violence;
- (e) activities that may negatively impact the health, safety and wellbeing of Halton Region employees and residents of the Region of Halton, and/or visitors of Halton Regional Centre; and
- (f) a political party or election candidate.

4.3 Facility Booking Reassignment

Every attempt will be made to accommodate booking requests for designated meeting rooms and other spaces in public access areas. Facilities Services reserves the right to move a booking to an alternate meeting room or other space or cancel bookings.

Booking requests for designated meeting rooms and other spaces in public access areas are handled based on the order in which they are received. However, if there is a need to reassign a booking, Facilities Services will help to relocate the meeting to another on-site option, if available. Halton Region will not be responsible for costs associated with any reassignment.

5. Roles and Responsibilities

Energy, Fleet and Facilities Division will:

- (i) manage all booking requests for designated meeting rooms and other spaces in public access areas at the Halton Regional Centre in accordance with this Policy; and
- (ii) consult with Legal Services on matters of interpretation as it relates to this policy.

6. Monitoring and Compliance

Compliance with this policy helps ensure safe and fair public use of designated meeting rooms and other spaces in public access areas at Halton Regional Centre. Where applicable, unlawful activity may be referred to the relevant authorities.

7. Approval

This Halton Regional Centre Facility Booking Policy was approved by Management Committee on December 3, 2024 and will be effective January 1, 2025.