

Town Of Small Point – Adam's Cove **Salem Community Centre Rental Policy**

Policy # 001/2026

Date of Interception: July 14th, 2026

Amendments:

Purpose

The Salem Community Centre is a community facility owned and operated by the Town of Small Point–Adam's Cove–Blackhead–Broad Cove. This policy establishes the terms and conditions for the rental and use of the facility.

Booking and Payment

1. All bookings and rentals must be arranged through the Town Office. No individual or organization is authorized to rent or reserve the facility outside of the Town Office.
2. Rental fees must be paid in full prior to the event unless otherwise approved by the Town.
3. A refundable damage deposit is required for all rentals and must be paid at the time of booking.

Rental Rates

Half-Day Rental

- Rental Fee: \$50.00
- Damage Deposit: \$50.00

A half-day rental is defined as a booking of up to 6 hours before 6pm

Full-Day and/or Evening Rental

- Rental Fee: \$100.00
- Damage Deposit: \$100.00

A full-day and/or evening rental is defined as a booking exceeding four (4) hours or requiring exclusive use of the facility for a full day or evening event.

Damage Deposit

1. Damage deposits will be refunded following inspection of the facility by a Town representative.
2. The Town may retain all or part of the damage deposit to cover:
 - Damage to the building, equipment, or property;

- Excessive cleaning costs;
 - Failure to comply with this policy.
3. If damages exceed the amount of the damage deposit, the renter will be responsible for all additional costs incurred by the Town.

Responsibilities of Renters

Renters shall:

- Leave the facility in a clean and orderly condition.
- Remove all decorations, food, beverages, and personal belongings immediately following the event.
- Ensure garbage is properly collected and disposed of in designated receptacles.
- Respect all applicable municipal bylaws, provincial regulations, and fire safety requirements.
- Be responsible for the conduct of all persons attending the event.

Prohibited Activities

The following are prohibited unless specifically authorized by the Town:

- Activities that may damage the facility or grounds;
- Open flames, fireworks, or hazardous materials;
- Any unlawful activity.

Fee Waivers

Council may waive rental fees for charitable, community, and non-profit events when it is deemed to be in the public interest.

Damage deposits may still be required and shall be determined by Council or the Town Office at the time of approval.

Requests for fee waivers must be submitted to the Town Office in advance of the event and are subject to Council approval.

Cancellation

The Town reserves the right to cancel a booking due to emergencies, maintenance requirements, or unforeseen circumstances. In such cases, all rental fees and deposits will be refunded.

Renters who cancel their booking should notify the Town Office as soon as possible.

Liability

The renter assumes responsibility for all activities conducted during the rental period and agrees to indemnify and hold harmless the Town of Small Point-Adam's Cove-Blackhead-Broad Cove from any claims, damages, or liabilities arising from the use of the facility.

Policy Administration

The Town Office shall administer this policy and may establish rental procedures and booking forms consistent with this policy.

This policy shall take effect upon adoption by Council and remain in force until amended or repealed by Council.

Date: July 14, 2026

Signed: 

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