

Service Group Use of Town Spaces Policy

Policy No: FIN 003-26

Date Approved by Council: July 2nd, 2026

Resolution No.: 2026/314

Next Review Date: June 2028

Last Review Date: N/A

Supersedes: N/A

Purpose

The Town of Bruderheim is committed to supporting our local service groups and ensuring they have every advantage to be successful

General

The Town of Bruderheim is responsible for setting fees and charges on town facility rentals to offset the cost to taxpayers in order to maintain the Town Spaces.

Definitions

Expense: Includes materials, food, entertainment, insurance and other rentals.

Honor System: A system whereby persons are trusted to abide by the regulations without supervision or surveillance.

Profit: Defined as the total dollar amount after expenses

Service Group: As noted, service groups are one of the following:

- Bruderheim Minor Sports Association
- Bruderheim Lions Club
- Bruderheim Senior's Association
- Bruderheim Agriculture Society
- Bruderheim Fire Department

Town Space: A building or space owned by the Town of Bruderheim and listed in our fees and charges

Guiding Principles

The following serve as a framework for developing the Service Group use of Town Spaces Policy

- Access – Any service groups not listed in the definitions may be approved under this policy at the discretion of Council
- Finances – Any fundraising event will be charged 10 percent of total profits as rental fee. All meetings and gatherings that do not raise funds can access Town Spaces for free.
- Deposit – All service groups will not be required to submit a deposit
- Reporting – All service groups fundraising on Town Spaces must provide an expenditure/revenue report (available online) to administration within eight weeks of the event.

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- Booking – Town Spaces can be booked by contacting the Town or emailing info@bruderheim.ca. A booking form must be filled out, along with a signature indicating the service group will be responsible for any damages to the facility or grounds.
- Clean-up – All service groups accessing town spaces under this policy are responsible for set up and clean up based on the honor system.

Dated this 2nd day of July 2026.

Original Signed

Jana Semeniuk

Chief Administrative Officer

THE TOWN OF BRUDERHEIM

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CAO's Initials