

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

Administration Building Policy
A-024-09

Effective Date:
November 12,
2009

Part 1

Purpose: To provide a policy for the use of the Municipal Administration Building during and after normal business hours.

Part 2

Keys/Access Cards shall be assigned or “signed out” to a municipal staff member or Councilor only.

Part 3

Rooms available for rent/use include:

- Upper level Boardroom
- Councilor’s wing
- Supplemental rooms at the discretion of the CAO

Part 4


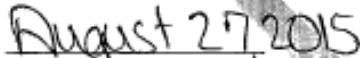
Rental Fees will be in accordance with the Fees Policy F-044-02.

Part 5

Every event must be reserved through the Administration office.

Part 6

Rental would be subject to availability. Municipality of the District of Yarmouth reserves the right for refusal of use should the Municipality require the room.

Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	July 14, 2015
Date of Passage of current Policy	August 26, 2015
I certify that this Administration Building Policy A-024-09 was adopted by Council as indicated above.	
 _____ Chief Administrative Officer	 _____ Date

Date last reviewed by Council: August 26, 2015

Date last amended: August 26, 2015

Date last reviewed by the By-Law and Policy Review Committee: July 8, 2015