



POLICY NAME:
RECplex Auditorium Rental
POLICY AREA: Recreation and Parks

POLICY NO: RP25-03
APPROVAL DATE: Oct 14, 2025
LAST UPDATED:

Policy Statement

1. The RECplex Auditorium is a shared facility managed collaboratively by the Town of Tisdale and the Northeast School Division, collectively referred to as the Board of Control. It serves as a venue for school-related activities and community events, ensuring accessibility and equitable use for all.

Purpose

2. This policy outlines the terms and conditions governing the rental and use of the Auditorium, including equipment provisions, booking procedures, facility regulations, and rental fees.

General

3. The Town of Tisdale oversees all facility rentals within the RECplex. Therefore, all bookings and communications must be handled through the Town Office. Direct arrangements with the Northeast School Division or caretaking staff are not permitted without approval from the Town of Tisdale.
4. Caretaking services are provided. Event Staff will set up tables and chairs according to a floor plan provided by the Renter at least three (3) days before the event.
5. The Board of Control reserves the right to cancel bookings without notice due to circumstances beyond its control. Every effort will be made to notify Renters as soon as possible.

Facility Equipment

6. The Auditorium has a built-in sound system and microphones. Renters must arrange to use the equipment in advance to ensure availability.
7. A 16' x 16' motorized screen is available; however, Renters must provide their own LCD projector, laptop, and IT support.
8. Renters must provide cables and extension cords for electronic devices.
9. Coat racks and hangers are available at no charge. A Coat Check Ticket System is optional, and tickets may be provided for \$15 (+ GST). Renters must supply



staff for coat check operations.

10. The Auditorium can only accommodate the capacity as follows:

- a. Seated events: 1,000 people
- b. Banquet with 8' rectangular tables: 500 people
- c. Banquet with 5' round tables: 360 people

Regulations and Conditions of Use

- 11. Annual event bookings are not automatically reserved. Renters must confirm dates through the Town Office.
- 12. Special equipment or decorations must be approved by the Town Office prior to the event.
- 13. Furniture and equipment must not be removed from the facility.
- 14. Renters are responsible for leaving the premises in the same condition as at the start of the rental. Damages may result in additional charges, which will be deducted from the deposit.
- 15. Decorations must be affixed using non-damaging materials such as Fun Tac or Hold It and removed immediately after the event. Fireproof decorations are recommended.
- 16. All decorations, equipment, and table items must be removed after the function.
- 17. Confetti, rice, straw, feathers, glitter, dance wax, and similar materials may be used; however, if these cause any extra cleaning, the renter will be charged \$300.
- 18. Renters must provide their own mix (pop) for events. Liquor jiggers are available for \$25 (+GST).
- 19. Renters are responsible for supervising guests and covering any damages incurred. The facility is equipped with video surveillance.
- 20. The RECplex is a tobacco-free facility. Renters must ensure compliance with no-smoking and no-vaping policies.
- 21. Kitchen facilities must be left clean. Items NOT supplied include:
 - a. Dish soap and drying towels
 - b. Carving knives and cutting knives



- c. Other essential kitchen equipment (Renters and caterers must bring their own utensils)
22. Kitchen carts are not to be used for heavy items such as beer cases. Renters must bring appropriate transportation equipment.
23. Bottled beer and liquor must be served in plastic cups provided by the Renter. Wine bottles are allowed on tables.

Rental Procedure

24. All bookings and rental deposits must be made through the Town Office.
- a. A rental deposit of \$500.00 is required at the time of booking.
 - b. The rental fee is due 60 days prior to the event date.
 - c. Cancellation fees apply as follows:
 - i. 30-59 days before the event: 50% of the rental fee retained.
 - ii. Less than 30 days before the event: No refund.
25. Event Staff will inspect the facility after each rental and report to the Town of Tisdale.
26. Priority Use Schedule:
- a. Monday to Friday, 9:00 AM to 6:00 PM: Tisdale Middle & Secondary School has priority.
 - b. Monday through Friday, 6:00 PM to 3:00 AM, and weekends: The Town of Tisdale has priority for rentals.
27. All guests must have vacated and cleaned up the facility by 3:00 AM.

Decorating Policy

28. Renters may decorate the Auditorium the evening before their event from 6:00 PM to 11:00 PM. Additional hours are subject to hourly rental fees. The facility must be vacated by 11:00 PM.
29. Tables and chairs will be set up before arrival.
30. Wedding rehearsals must be scheduled within the decorating time.
31. The Kitchen is not available for cooking meals during decorating but may be used for storage.



32. Renters must dispose of garbage in designated bins.

Policy Administration

33. Non-compliance may be reported to the Director of Recreation and Parks. The Director shall investigate and provide a report to the CAO within 30 days.

34. Any person or group found to be in violation of this policy may be subject to a fine or prohibited from renting the facility.

35. This policy will be reviewed annually to ensure alignment with community needs and operational goals.

Mayor

Chief Administrative Officer