



Village of Carmacks

P.O.Box 113
Carmacks, YT Y0B 1C0

Municipal Facility Usage Policy

Village of Carmacks

Policy on Municipal Facility Rentals and Special Interest Usage

Purpose: This policy outlines the guidelines for the rental and usage of municipal facilities in the Village of Carmacks to ensure clarity and fairness for all users.

Scope: This policy applies to all municipal facilities, including but not limited to the Carmacks Recreation Complex, Merv Tew Park, and the Fire Hall.

Policy Statement:

1. Non-Endorsement Clause:

- The Village of Carmacks does not endorse any private or public event through the rental or paid usage of its municipal facilities.
- The Village of Carmacks does not endorse the opinions, political affiliations, or advocacy of the paid rental users of its municipal facilities.

2. Facility Rental and Usage Guidelines:

- All facility rentals must comply with the terms and conditions outlined in the rental agreement.
- Users must ensure that their activities do not conflict with municipal policies, bylaws, or regulations.
- The facilities must be used in a manner that respects the rights and safety of all community members.

3. Responsibilities of Users:

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



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- Users are responsible for maintaining the cleanliness and condition of the facilities during and after their event.
- Any damage to the facilities or equipment must be reported immediately and may result in additional charges.

4. **Application Process:**

- All rental requests must be submitted through the official rental application form available at the Village of Carmacks office, Carmacks Recreation Complex or website.
- Rental requests will be reviewed on a first-come, first-served basis, and approval is subject to availability and compliance with this policy.

5. **Fees and Charges:**

- Rental fees and charges will be outlined in the rental agreement and must be paid in full prior to the event.
- Any additional costs incurred during the event (e.g., extra cleaning, damages) will be billed to the user.

6. **Cancellation Policy:**

- Cancellations must be made in writing at least 72 hours prior to the event to receive a full refund.
- Cancellations made less than 72 hours before the event may result in a partial or no refund, as outlined in the rental agreement.

7. **Compliance and Enforcement:**

- The Village of Carmacks reserves the right to refuse or cancel any rental request that does not comply with this policy.

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- Non-compliance with this policy may result in the loss of rental privileges and additional penalties.

Contact Information: For further information or to request a rental application, please contact the Village of Carmacks at 867-863-6271.

Thank you for your cooperation.

Village of Carmacks - Administration

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