

#36. TOWN OF LUNENBURG PROCEDURAL:

**LOANING OF TOWN EQUIPMENT AND USE OF
TOWN LABOUR BY OUTSIDE ORGANIZATIONS**

I. PURPOSE:

The purpose of this policy is to establish a procedure to be applied when determining whether outside organizations may borrow Town of Lunenburg ("Town") equipment or use Town labour free of charge. The Lunenburg Town Council ("Council") and all Town staff shall adhere to this policy when considering such requests.

II. PROCEDURE:

1. "Outside organizations" for the purpose of this policy means any incorporated or unincorporated non-profit association based in the Town of Lunenburg.
2. The responsibility for determining whether outside organizations may borrow Town equipment or be granted Town labour free of charge shall be at the sole discretion of Council.
3. All requests made by outside organizations for Town equipment and/or labour shall be referred to Town Council. The Lunenburg Town Council shall consider such request(s) at a duly called meeting of Council. A motion must be put and passed by Council authorizing the use of Town equipment and/or labour by outside organizations.
4. Council reserves the right to reject any such requests whatsoever.
5. Council may call upon relevant staff members to recommend whether a request for the use of Town equipment and/or labour should be granted.
6. Council may grant the use of Town equipment and/or labour to outside organizations with restrictions, including, but not limited to: security deposit for borrowing Town equipment; that the outside organizations assumes full responsibility for the use of Town equipment and agrees to fully indemnify the Town if any damage or loss is suffered thereto; time limitations respecting the period of time during which Town equipment may be borrowed or labour used, etcetera.

7. Town staff shall promptly advise the requesting outside organization of Council's decision.

8. (a) Council hereby approves the Town's Electric Light Department hanging banners across Lincoln Street or performing other work as described herein for the following events of outside organizations in the Town of Lunenburg at no charge: Lunenburg Art Gallery Society - Art Sale; Lunenburg Heritage Society - Summer Craft Sale; Nova Scotia Fisheries Exhibition and Fishermen's Reunion; Christmas lighting hanging on Lincoln Street, Christmas garland hanging and tree lighting/erection on Lunenburg Heritage Bandstand for L.B.A. and Lunenburg Traditional Christmas Committee; Oktoberfest for L.B.A.; Lunenburg Folk Art Exhibition and Sale; Lunenburg Folk Harbour Society Festival; and South Shore Players (revised March 30, 2006).

- (b) The Town Manager/Clerk or designate is authorized to approve additional non-profit, community requests to hang special event banners free of charge.

9. This policy does not affect in any way Town of Lunenburg Policy #6 - Work on Private Property.

Effective Date: March 25, 1993