



BYLAW NO. 461/25 STRASBOURG MEMORIAL HALL BYLAW

A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN, TO SET RATES, REGULATE, AND MANAGE THE STRASBOURG MEMORIAL HALL

The Council of the Town of Strasbourg in the Province of Saskatchewan enacts as follows:

1. SHORT TITLE

- 1.1 This Bylaw may be cited as "The Strasbourg Memorial Hall Bylaw."

2. PURPOSE

- 2.1 The purpose of this Bylaw is to set rates, regulate, and manage the facility known as the Strasbourg Memorial Hall.

3. DEFINITIONS

- 3.1 In this Bylaw:

- a. **Access Code** - Code given to Hall renters to access the facility via keypad.
- b. **Chief Administrative Officer** - The person appointed as Administrator pursuant to Section 110 of *The Municipalities Act*.
- c. **Controlled Duplication Keys** - Key sets that can only be recreated by authorized users of a specific key system.
- d. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- e. **Fundraising Committee** - An external committee of Council comprising of members of the Hall Committee and external community members.
- f. **Hall** - The facility known as the Strasbourg Memorial Hall situated on Lots 11-15, Block 3, Plan E5079 or 113 Pearson Street.
- g. **Hall Committee** - An external committee of Council comprising of Council members and employees established as per the Town's Hall Committee Bylaw.
- h. **Lower Hall** - The portion of the Hall that includes the kitchen, the dance floor, and the bar.
- i. **Town** - The Town of Strasbourg.
- j. **Upper Hall** - The portion of the Hall that includes the auditorium, stage, elevator entrance, lobby, sound booth and Legion Room.

4. FACILITY PERSONNEL

- 4.1 The Town shall contract a dedicated caretaker of the facility. The Town shall have the option to contract, or hire separately, maintenance personnel as needed for the facility.
- 4.2 An agreement shall be executed between the Town and the contracted personnel with a rate and duties set by Council.
- 4.3 All agreements will be ongoing until terminated by either party.

5. RENTAL RATES & DAMAGE DEPOSIT

- 5.1 Renters of either of the Upper Hall or Lower Hall must enter into a rental agreement, as per Schedule "B" of this Bylaw.
- 5.2 Permanent lessees of the Hall, including the Senior Citizen's Club, Strasbourg Lions Club, Last Mountain Theatre Company, and the Strasbourg Library will be required to sign a lease agreement with the Town.



- 5.3 As per Schedule "A" of this Bylaw, all renters must pay the full rate of the rental and the damage deposit as well as sign the rental agreement prior obtaining an access code.
- 5.4 Renters are required to submit a damage deposit for all rentals. This will be held in trust by either cash, cheque, or credit card number at the Town Office. Said deposit will be refunded in whole or in part, conditional that there is no damage and/or untidy conditions in the Hall.
- 5.5 Frequent renters may opt to allow the Town to hold their damage deposit in a general ledger holding account. If any damage and/or untidy conditions are found in the Hall after an event held by a frequent renter, the damage deposit, in whole or in part, will be moved into general Hall revenue. A letter will be sent to the frequent renter requiring payment of a new damage deposit prior to the Hall being rented again.

6. RENTAL REQUIREMENTS

- 6.1 Renters must adhere to the maximum capacity of the Hall, as posted by the Fire Chief and the Saskatchewan Public Safety Agency (SPSA).
- 6.2 As per the Town's bylaw prohibiting smoking in public places, renters are not allowed to smoke or vape in any portion of the Hall.
- 6.3 It is **strongly recommended** that all renters of the facility (other than the organizations who fall under the insurance of the Town as indicated by bylaw) purchase event insurance, specifically for those events where alcohol is purchased and consumed.
- 6.4 All renters will be responsible for policing the inside and outside of Hall during the period of use.
- 6.5 Rental of Lower Hall includes tables, chairs, use of kitchen and all supplies, all appliances, steam tables, use of microphone, podium, and sound system. Rental of Upper Hall includes use of stage, auditorium, Legion Room, microphone, and podium. All rentals include use of the elevator.
- 6.6 It is the renters responsibility to set up tables and chairs. After an event, all tables and chairs must be cleaned and put away as per the posted diagrams. Failure to do so could result in the damage deposit being withheld.
- 6.7 All renters must take steps to avoid unnecessary disfiguring of the walls, ceiling, and floors. No tape, staples, or tacks are allowed on the walls or ceiling. All decorations must be removed immediately after the event.
- 6.8 Renters are responsible for a rough cleaning of the Hall at the end of the event as per the checklist on Schedule "B" of this Bylaw, including the gathering of paper cups, napkins, bottles, cleaning the tables, removal of the garbage to the Loraas bins in the parking lot, and tidying up the bathrooms.
- 6.9 If the kitchen is rented, renters are responsible for the cleaning of all dishes, cutlery, coffee urns, stoves, ovens, dishwasher, microwave, counter surfaces, freezers, and coolers. All kitchen supplies must be cleaned and returned to their original place. All unused kitchen and food supplies must be removed immediately after the event.



- 6.10 If the Upper Hall is rented and the renter is requiring the use of the sound/light board, projector and/or screen, arrangements must be made with an individual of the approved Hall technical crew to operate the technical equipment as well as pay the required fee.
- 6.11 No confetti or sprinkles are allowed in the Hall.
- 6.12 The use of floor wax is not permitted on the Lower Hall floor.
- 6.13 Black-soled shoes that create scuffmarks are not permitted to be worn in the Lower Hall.
- 6.14 All renters are responsible for turning out all lights and locking all doors at the end of the function.
- 6.15 Check-out time for the Hall is 11:00 a.m. the day following the event, unless otherwise requested by the renter and approved by the Chief Administrative Officer.

7. LIQUOR & BAR SERVICE

- 7.1 The Hall is a licensed facility, and as such, the Town will provide a bar service to any renters that request it. The bar will be managed by volunteers as requested and permitted by the Town, and funds generated from the bar will be given to the organizations that have volunteered to serve. If Hall Committee members volunteer, the funds will stay with the Town to go towards the Hall.
- 7.2 If the renters utilize the Hall's bar service, the Town will provide all the liquor, pop, ice, jiggers, cups, and anything else related to running a bar. The Town will set the prices of the liquor to sell, as well as determine what kinds of liquor is to be sold. The liquor will be secured onsite.
- 7.3 The Town will be responsible for maintaining a stock of liquor, renewing and maintaining the liquor license, completing inventory on the alcohol, and remitting the liquor consumption tax to the provincial government.
- 7.4 Any recycling bottles/cans left over at the end of an event are property of the Hall.

8. ADMINISTRATION

- 8.1 The Town reserves the right to withhold a renter's damage deposit for the following reasons: damage to any Town property, stolen property, or failure to adhere to any of the conditions outlined in the Rental Agreement.
- 8.2 The Town reserves the right to withhold the use of the Hall even though the Hall may not be in use.
- 8.3 The Town is not responsible for the disruption of any function caused by the interruption of power, natural gas, or sewer and water service.
- 8.4 The Town is not required or responsible for the supply of tables and chairs over and above those available at the Hall at a given time. Any additional furnishings required are the responsibility of the renter.



- 8.5 The Chief Administrative Officer shall not have the authority to waive or refund any Hall rental fees due to:
- a. Utility disruptions or other extraneous dissatisfaction at the Hall;
 - b. The event being a local fundraiser;
 - c. The event being held as a public service, such as a flu clinic.
- 8.6 Rental fees can only be waived by sending a written letter to Council whereby a resolution will be made.
- 8.7 The Chief Administrative Officer shall have the authority to waive rental fees if the event is Town-sponsored.
- 8.8 By resolution, Council may set special rates that deviate from the prescribed list in Schedule "A" of this Bylaw.
- 8.9 No Hall-owned items, including tables, chairs, podiums, microphones, kitchen supplies and dishes, tools, etc. shall be borrowed or rented out from the Hall.
- 8.10 The Town, at its discretion, shall have the ability to set, by bylaw, a Hall Committee and/or a Fundraising Committee, comprising of at least three members of Council, employees, and volunteer community members, which can assist with long-term planning, budgeting, projects, and fundraising within the Hall.

9. PERMANENT KEYS

- 9.1 All keys for the external doors of the Hall, excluding the Strasbourg Library, the Senior Citizen's Drop-In Centre, and the Lions Den, shall be Controlled Duplication Keys and the Chief Administrative Officer and Town Office staff shall be the only ones with signing authority to duplicate keys.
- 9.2 The only authorized permanent key holders of the Hall include:
- a. Town Chief Administrative Officer;
 - b. Town Public Works Personnel;
 - c. Hall Maintenance & Janitorial Personnel;
 - d. Strasbourg & District Fire & Rescue (SDFR) to be stored in Fire Truck for emergency use.
- 9.3 All permanent key holders are expressly prohibited from sharing, loaning, or attempting to duplicate their assigned keys to anyone else, as well as allowing others to access the facility without the Town's permission.
- 9.4 For permanent key holders, keys must be returned on the last day of their employment. Should any keys not be returned, the cost of the replacement of the key and/or locks will be deducted from any final payroll payment owed by the Town.
- 9.5 All permanent keys are to be returned to the Town Office by July 1 annually so that inventory can be taken.
- 9.6 Spare keys for the Strasbourg Library, Senior Citizen's Drop-In Centre, and Lions Den are to be kept in the Town Office and lent out on an as needed basis.



- 9.7 The Lions Den will have one internal lock between the Legion Room and Lions Den, and another internal lock between the east stairs to the Lower Hall and Lions Den. For renters using the Legion Room, they will be given a key to unlock the door so that the Lions Den can be used if also rented.

10. KEYPAD

- 10.1 All users of the Hall will be given an access code at the time of payment for booking the facility. The access code will be changed by the Administration Office on a monthly basis, at a minimum. The access code will be inputted into the keypad located on the west main doors.

11. FACILITY REPAIR POLICIES

- 11.1 All facility repairs will be contracted out to professional plumbers, electricians, carpenters, painters, and any other professional repair companies.
- 11.2 All replacement lighting fixtures will be LED lighting.
- 11.3 All replacement windows will be energy efficient.
- 11.4 All replacement furnaces, water heaters, water softeners, and boilers will be energy efficient.

12. REPEAL

- 12.1 Bylaw No. 319/18, being a Bylaw to Provide For, Regulate, and Control the Strasbourg Memorial Hall, is hereby repealed.

13. COMING INTO FORCE

- 13.1 This Bylaw shall come into force and take effect on the final date of passing by Council.

Read a first time this 25th day of July, 2025.

Read a second time this 25th day of July, 2025.

Read a third time and passed this 25th day of July, 2025.



Mayor

Jennifer Orfield
Chief Administrative Officer

Certified to be a true copy of Bylaw
No. 461/25 adopted by the Council
of the Town of Strasbourg, on the
25th day of July, 2025.

[SEAL]

Chief Administrative Officer



SCHEDULE "A" BYLAW NO. 461/25 HALL RENTAL RATES

DAMAGE DEPOSIT

Damage Deposit – Weddings, Full Day Events \$400.00

HALL RENTAL RATES

Lower Hall *(includes kitchen & bar):*

- Daily Rate without Alcohol \$300.00
- Daily Rate with Alcohol \$400.00
- Meeting Rate *(up to 4 hours)* \$100.00
- Not-for Profit Organization Daily Rate *(does not incl. private fundraisers)* \$150.00
- Weddings *(Friday at 8:30 a.m. to Sunday at 11:00 a.m. Includes Alcohol)* \$600.00
- Funerals *(includes Upper Hall, Lower Hall, Alcohol, and Tech)* \$500.00
- Tech Rate *(use of Large TV and Sound System)* \$ 75.00

Upper Hall *(includes lights & sound system):*

- Not-for Profit Organization Daily Rate *(does not incl. private fundraisers)* \$125.00
- Daily Rate \$250.00
- Tech Rate *(use of Screen, Projector, and Sound/Light Board)* \$ 75.00

Lions Den

- Meeting Rate *(up to 4 hours)* \$25.00
- Daily Rate \$50.00
- Strasbourg Preschool Free of Charge

Senior Citizen's Drop-In Centre Strasbourg Library

as per Senior's Club
as per Library

ORGANIZATION RENTAL RATES

- R.M. of McKillop No. 220 Library Rent \$2,000.00/year
- Strasbourg Lions Club Rent \$250.00/year
- Strasbourg Senior Citizen's Club Rent \$1,200.00/year
- Strasbourg Rec Board *(includes exercise classes and all other events)* \$1,200.00/year
- Last Mountain Theatre Company
 - Tickle Trunk \$250.00/year
 - Performances *(Upper Hall)* \$250.00/day
 - Dinner Theatre *(Lower Hall)* \$300.00/day
 - Rehearsals \$300.00/production
- Angela's Dance & Silton Silhouettes Recital
 - Performances *(includes Upper Hall, Lower Hall & Lions Den)* \$250.00/day
 - Canteen *(Lower Hall)* \$300.00/day
 - Rehearsals \$300.00/production
or \$75.00/day *(up to \$300.00)*

SPECIAL RATES

- Strasbourg Ministerial *(includes Upper & Lower Hall)* \$200.00/event
- Town-Related Events & Meetings *(SDFR, EMO)* Free of Charge



SCHEDULE "B"
BYLAW NO. 461/25
STRASBOURG MEMORIAL HALL RENTAL AGREEMENT

Name/Organization: _____

Address: _____

Phone #: _____ Email: _____

Type of Event: _____ Number of Attendees: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Do you require a bar at your event? ☐ Yes ☐ No

Please initial beside each point that you have read and understood:

RENTAL FEES & DAMAGE DEPOSIT

_____ I understand that the rental fees and damage deposit are to be paid prior to the rental date and prior to obtaining an access code for the Hall. The rental fees are set out as per the Town's Memorial Hall Bylaw.

Rental Fees: \$ _____ Damage Deposit: \$400.00

_____ I understand that a damage deposit of **\$400.00** is required with the Town Office for all events, unless waived by the Chief Administrative Officer. The damage deposit can be paid by cash, cheque, or by holding a credit card number on file. The damage deposit will be refunded conditional that there is no damage and/or untidy conditions in the Hall. Once the caretaker inspects, the cash or cheque will be returned.

RENTAL INCLUSIONS

_____ I understand that the rental of Lower Hall includes tables, chairs, use of kitchen and all supplies, all appliances, steam tables, use of microphone, podium, and sound system. Rental of Upper Hall includes use of stage, auditorium, Legion Room, microphone, and podium. All rentals include use of the elevator.

_____ I understand that I will be responsible for providing anything over and above what is supplied at the Hall, e.g. more chairs, tables, etc.

_____ I understand that if the Upper Hall is rented and the use of the sound/light board, projector and/or screen is required, arrangements must be made ahead of the event with an individual on the technical help list to operate the technical equipment, as well as pay the required fee.



RESPONSIBILITIES OF THE RENTER

- _____ I understand I am responsible for policing the inside and outside of Hall during the period of use.
- _____ I understand that the elevator is available for use and is located on the north east corner of the Hall. To unlock the elevator doors, the instructions to unlock are listed on the panic bars and the door can be unlocked with the hanging allen key. Panic bars must be locked after the event.
- _____ I understand that I am responsible for setting up and putting away of all tables and chairs. Chairs are to be stacked in the coat room in **stacks of 10 high**. Tables are to be put away in the room beside the stage **stacked neatly on their trolleys**. Please take note of the pictures. Tables and chairs are to be washed and dried thoroughly.
- _____ I understand that I am responsible for a rough cleaning the Hall at the end of the event, including gathering of paper cups, napkins, bottles, etc. and tidying up the bathrooms as per the Renter's Cleaning Checklist.
- _____ I understand that I am responsible for the **removal of all garbage from the facility** and that it is to be emptied into the Loraas Disposal bins in the Hall parking lot.
- _____ I understand that if the kitchen was used, that I am responsible for the cleaning of all dishes, cutlery, coffee urns, stoves, ovens, dishwasher, microwave, counter surfaces, freezers, and coolers. All kitchen supplies must be cleaned and returned to their original place. All unused kitchen and food supplies must be removed immediately after the event. **Please do not remove the dish towels and dish clothes** – they will be laundered by the caretaker.
- _____ I understand that no tape, staples, or tacks/pushpins are allowed on the walls or ceiling, and that any decorations must be removed immediately after the event.
- _____ I understand that before leaving the Hall, I am to ensure that all bathrooms are checked for running water, lights are turned off, and **ALL** doors are locked. The door to the Lower Hall can be locked and unlocked with the allen key. **Make sure to check the elevator door and the east side door by the bar!**
- _____ I understand that I need to have all belongings **removed** from the Hall by **11:00 a.m.** the following day, unless express permission has been given by the Chief Administrative Officer to stay longer.

OTHER RESTRICTIONS

- _____ I understand that the use of floor wax is not permitted on the Lower Hall floor.
- _____ I understand that there is to be no smoking or vaping in any portion of the Hall.
- _____ I understand that no confetti or sprinkles are allowed in the Hall.
- _____ I understand that black-soled shoes that create scuffmarks are not permitted to be worn in the Lower Hall.



INSURANCE & REGULATIONS

_____ I understand that it is my responsibility to obtain event insurance, specifically for those events where alcohol is purchased and consumed.

_____ I understand that it is my responsibility to adhere to the Hall capacity, as determined by the Fire Chief and Saskatchewan Public Safety Agency (SPSA). Fire exits are to be kept clear at all times.

_____ I understand that it is my responsibility to follow all Saskatchewan Health Authority guidelines and regulations regarding food service, public gatherings, etc.

I, _____ accept and agree to the terms and conditions set out in this Agreement.

Dated this _____ day of _____, 20____

RENTER SIGNATURE

For Office Use

☐

Damage Deposit Received

☐

Rent Money Received

☐

Photocopy Agreement for
Renter



RENTER'S CLEANING CHECKLIST

To be completed by the renter at the end of an event.

LOWER HALL	UPPER HALL	OUTSIDE
<input type="checkbox"/> Trash put in garbage cans and hauled out to Loraas bins in parking lot <input type="checkbox"/> Tables and surfaces cleaned <input type="checkbox"/> Outside equipment removed <input type="checkbox"/> Décor & supplies removed <input type="checkbox"/> Tables & chairs put away in designated locations <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <input type="checkbox"/> Doors locked	<input type="checkbox"/> Trash put in garbage cans and hauled out to Loraas bins in the parking lot <input type="checkbox"/> Décor & supplies removed <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage <input type="checkbox"/> Doors locked (elevator door & upper door)	<input type="checkbox"/> Parking lot is free from glass, garbage, cigarette butts, etc. <input type="checkbox"/> Free from damage
KITCHEN	WASHROOMS	
<input type="checkbox"/> Trash put in garbage cans and hauled out to Loraas bins in parking lot <input type="checkbox"/> Food items removed <input type="checkbox"/> All dishes, cutlery and coffee Urns cleaned and put away <input type="checkbox"/> Stoves, ovens & microwave are cleaned <input type="checkbox"/> Sinks, dishwasher, and steam tables are cleaned <input type="checkbox"/> Coolers and freezer are cleaned. DO NOT UNPLUG! <input type="checkbox"/> Kitchen items returned to original places <input type="checkbox"/> Kitchen cleaned & returned to original state <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage *Dish towels will be laundered by the janitor – DO NOT TAKE HOME!	<input type="checkbox"/> Trash put in garbage cans <input type="checkbox"/> All toilets flushed <input type="checkbox"/> Check for toilets or sinks running <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage Bathrooms - Main Entrance, Lower Hall, and Handicapped (Lower Hall)	
COMMENTS		



Dishwasher Instructions

1. **THOROUGHLY SCRAPE AND RINSE** the dishes and cutlery to remove particles of food and debris.
 2. Use red and grey trays from bottom cupboard to put dishes on. Small tubs are for cutlery.
 3. Insert plug (*long grey tube*) in bottom and two side trays in place.
 4. Close the door and flip power switch **ON** about half an hour prior to use.
 5. Stack dishes on trays and rinse first with spray wand.
 6. Presoak cutlery first and then stack in tubs with handles down.
 7. Push tray into dishwasher. Close lid and push button. Dish soap and rinse agent are automatic.
DO NOT ADD OTHER SOAP!
 8. Cycle takes about two minutes. Please lightly dry all dishes and cutlery.
 9. Rinse out dishwasher when done and clean all drains.
 10. Be sure to **shut machine off**.
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Who to Contact

If there are issues during your rental, the following list of people can be contacted:

1. **Caretaker *Call First**
(306) 725-xxxx
 2. **Maintenance**
(306) 725-xxxx
 3. **Town of Strasbourg Office**
(306) 725-3707
(OPEN M-F 8:30 a.m. - 4:00 p.m.)
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Light Switches, Breaker Boxes, etc.

BREAKER BOXES - There are two breaker boxes located in the Lower Hall – one in the backroom of the kitchen, and the other is in the handicapped washroom on the east side behind the bar. There is a breaker box located in the Upper Hall in the lobby storage room.

LIGHT SWITCHES LOWER HALL - Most switches are easy to find, however there are a few tricky ones. The Lower Hall has several – the majority are in the kitchen on the south wall by the coolers. There is a switch as you are coming down the stairs to the Lower Hall. There are also two switches way up high on a pillar between the coatroom and the kitchen. There are also light switches over by the bar, in the bathrooms, and in the alcove.

LIGHT SWITCHES UPPER HALL - The lobby switches are in the storage room on the south side. The lights for the auditorium are in the sound booth on the west wall and by the elevator entrance to the auditorium. The rest of the lights for the stage are backstage on the south wall.

Do You Need “Technical” Help?

Does your event require someone to run the Upper Hall lights/ sound system, screen and projector, or the Lower Hall sound system and TV screen? Please contact one of the following individuals for assistance:

1. Lorne Gottselig – (306) 725-7006
2. Jim Erickson – (306) 725-8021
3. Pete Frostad – (306) 552-7944