

CITY OF AIRDRIE  
**The Bert Church Theatre**  
**Booking Policy**

Effective Date:

June 15, 2009

Revision Date: \_\_\_\_\_

Approved By:

Council

Approved On:

June 15, 2009

Resolution #: \_\_\_\_\_

**PURPOSE:**

To establish a priority booking policy for The Bert Church Theatre facility outside the operational times and days of Rocky View Schools as listed in their School Calendar and referred to in the current Bert Church Theatre Agreement. A policy is needed to fairly and effectively balance the needs of the community with the opportunity to generate rental revenue from outside sources.

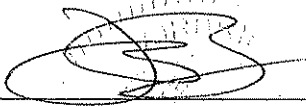
**SCOPE:**

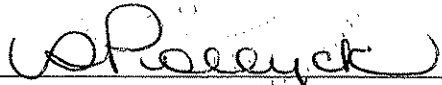
1. To ensure that the residents and clubs or organizations of Airdrie have priority access to a community resource.
2. To allow for non-community based clubs and organizations to have rental access to the facility in a fair and equitable manner after the needs of the community are met first.

**POLICY:**

1. Booking priorities outside the operational times and days of Rocky View Schools as listed in their School Calendar, shall be governed by The Bert Church Theatre Booking Policy.
2. The following user groups, in the order listed below, shall have priority use of and access to the Theatre provided they comply with all formal booking policies and procedures as required of them in the current Bert Church Theatre Rental Agreement:

- a. The City of Airdrie and its associated departments.
  - b. Rocky View Schools (up to the number of non-operational days provided for in the current Bert Church Theatre Agreement between Rocky View Schools and the City of Airdrie). **Note:** All booking requests in excess of the current number of non-operational days provided for in the Agreement will be classified as a category 'c' or 'd' request.
  - c. Local Organized Youth Groups (non-profit)
  - d. Local Organized Adult Groups (non-profit)
  - e. Local Businesses (for profit)
3. Other user groups not listed above may subsequently have access to the Theatre provided they also comply with all formal booking policies and procedures as required of them in the current Bert Church Theatre Rental Agreement. They would maintain the lowest priority for booking.
  4. All additional booking requests made by any user group for the current season after September 1 of each year will be confirmed when the required non-refundable rental deposit for the date(s) in question is received by Theatre Management.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Clerk