

**TOWN OF FORT NELSON  
FORT NELSON-LIARD REGIONAL DISTRICT  
POLICY & PROCEDURE MANUAL**

**1305-04-01 - PUNCH FOUNTAIN USER GROUP USE**

**Background**

***For many years the Town/Regional District rented a punch fountain from a local supplier whenever one was required for social functions. In 1991, the local supplier's business was sold and the fountain became basically unavailable. The cost to rent said fountain was \$50 to \$100 per event.***

***In 1992 the Town/Regional District budgeted funds to purchase two punch fountains, one 5 pound capacity and one 3 pound capacity, in concert with their policy to host and encourage more non-alcoholic events.***

***It was difficult to find a supplier for these costly specialty items and repairs for either fountain will not be easily implemented. Since the Town/Regional District owns the only punch fountains available in Fort Nelson, we have been approached by various groups to rent them out for social occasions. Due to their high cost & the difficulty in repairing them, the following policy was formulated:***

**Policy/Objective**

***That the punch fountains owned by the Town/Regional District be offered for use by 'user groups' hosting major, high profile functions (ex. weddings, conferences, receptions) contingent upon the following conditions being met:***

<b><i>Policy Section: 1300</i></b>	<b><i>Equipment &amp; Supplies</i></b>
<b><i>Subject: 1305-04-01</i></b>	<b><i>Punch Fountain User Group Use</i></b>
<b><i>Prepared by: S. Blakely</i></b>	<b><i>Approved by Mgmt Team: 04/24/97</i></b>
<b><i>By Administrator:</i></b>	<b><i>By Council/Board: Oct 27, 1997</i></b>
<b><i>Revision Date: April 06, 1997</i></b>	<b><i>Page 1 of 2</i></b>

**Policy/Objective (Con't)**

- 1. The User Group will make a \$50.00 contribution (small fountain) or a \$100 contribution (large fountain) to the 'punch fountain replacement fund'.**
- 2. The user group will assign a single representative to be responsible for the transport and safe return of the clean fountain(s) and said representative must attend Town Square prior to their scheduled event to receive a brief instruction course on the operation/maintenance of the fountain(s).**
- 3. The fountain(s) will be lent to user groups at the discretion of the Director of Administration Services who will ensure all user conditions are met.**

**Implementation**

- 1. Treasury Department to set up a 'punch fountain replacement' fund wherein all fees are deposited to be used to replace or repair said fountains when required.**
- 2. The Director of Administration Services will review each application for use and advise the user group if use will be permitted.**
- 3. The Director of Administration Services will ensure that a representative of the user group receives training in the use/maintenance of the fountain(s) and further that said fountains are returned clean and undamaged to the Town Square facility within an appropriate time frame.**

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