

## **Swansea Town Hall Space Use Committee Terms of Reference**

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**Committee Type** Standing Committee

### **Membership**

This committee will normally be comprised of at least two (2) members of the Board of Management, but not less than one (1). Members of the committee can also come from outside of the Board of Management.

### **Responsibility**

Subject to the Direction of the Board and its Policies and Procedures:

The Space Use Committee will prepare Policies, Procedures and Guidelines on the use of space at 95 Lavinia Avenue excluding the Dental Clinic, the Swansea Memorial Library and the three (3) rooms occupied by the Swansea Area Seniors Association.

### **Duties**

Subject to Board Review and approval, the committee's duties are to:

- Review the goals and priorities for space use at the Town Hall

- Prepare and revise, as necessary, a Space Use Policy and Guidelines for the Town Hall and its Premises, including such uses as the notice boards.

- Prepare and revise, as necessary, space use rates for the users of the Town Hall

- Prepare and update, as necessary, space use procedures and appropriate space use agreement documents

- The Committee is responsible to ensure that the use of the Town Hall complies with the Space Use Policy adopted by the Board of Management.

- And other duties as assigned by the Board of Management

### **Meetings**

The Committee must meet on a regular basis

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Approved October 27, 2016

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