

Edgerton Storage Facility Policy

Agreement Number: _____

The Village of Edgerton recognizes the need for a safe and secure storage facility located within the community. To that end, a Storage Facility has been constructed and space made available to rent.

Definitions:

- 1) For the purpose of this Policy,
 - a. **"Village"** refers to the municipal corporation of the Village of Edgerton in the province of Alberta;
 - b. **"Policy"** refers to the Edgerton Storage Facility Policy;
 - c. **"Customer"** refers to an individual that enters into an agreement with the Village to access the Edgerton Storage Facility;
 - d. **"Fees"** refers to the financial transaction required to access the Edgerton Storage Facility;
 - e. **"Deposit"** refers to the surety required by the Village of Edgerton respecting the Edgerton Storage Facility;
 - f. **"Agreement"** refers to the document included at the end of the Policy;
 - g. **"Chief Administrative Officer"** refers to the Chief Administrative Officer of the Village of Edgerton.

Policy Statement:

- 1) The purpose of this Policy is to provide guidelines for use of the Edgerton Storage Facility. The Storage Facility is a secure area for the storage of goods, vehicles, containers, and associated property. The Storage Facility is located at 5139 48 street (western portion of Block 29, adjacent to the Edgerton Off-Leash Dog Park) in the Village of Edgerton. The Storage Facility features twenty-four-hour access, chain-link fencing, locking gates, a gravelled and maintained surface, lighting, multiple points of access at the southwest and northwest corners, and twenty-four-hour camera surveillance.

Policy:

- 1) The Storage Facility is to be made available for Customers to rent a lot;
- 2) Customers are responsible for their own insurance for goods, vehicles, containers, and associated property placed in the Storage Facility;
- 3) Customers are responsible for moving goods, vehicles, containers, and associated property into and out of the Storage Facility;
- 4) No customer or other party may reside or inhabit the Storage Facility for any length of time;
- 5) Arrangements to rent a lot in the Storage Facility are to be conducted with the Chief Administrative Officer or a designated Village employee during regular Office hours;
- 6) The Village reserves the right to refuse a Customer;
- 7) The Village reserves the right to end an agreement with a Customer, provided thirty (30) days notice is given of such;
- 8) Customers will pay their Fees monthly or semi-annually, as described in "Fees" below;
- 9) The Village requires a Deposit be provided prior to receiving access to the Storage Facility, as described below;
- 10) Any goods, vehicles, containers, and associated property placed in the Storage Facility that is not owned by a Customer will immediately become the property of the Village;

- 11) Any goods, vehicles, containers, and associated property placed in the Storage Facility by a Customer that has neglected to pay their fees for sixty (60) days will become the property of the Village;
- 12) Keys must not be copied by a Customer;
- 13) The Storage Facility may only be accessed by a Customer with their own key;
- 14) The Chief Administrative Officer shall have sole discretion on the recording and viewing of the twenty-four-hour camera surveillance feeds, both live and recorded;
- 15) The Chief Administrative Officer may share Camera feeds, both live and recorded, with appropriate law enforcement authorities should it be required;
- 16) Should any incident occur within the Storage Facility that the cameras are able to view or record the Village shall endeavour to cooperate with any and all investigation as is appropriate;
- 17) The Village will not use camera surveillance to unduly harass, cause discomfort to, nor surveil Customers.

Fees:

- 1) Fees are based on a rented lot measuring ten (10) feet wide and abutting the chain-link fencing;
- 2) A lot may be rented for one month or thirty (30) days for a cost of \$30.00, plus GST;
- 3) A lot may be rented for six (6) months for a cost of \$150.00, plus GST.

Deposit:

- 1) A Deposit of \$100.00 is required per key requested;
- 2) A maximum of two keys per Customer may be issued;
- 3) The Deposit may come in the form of a post-dated cheque or cash;
- 4) If the Deposit comes in the form of a post-dated cheque, a new cheque will be required every six (6) months;
- 5) If the Deposit comes in the form of cash, reimbursement will be provided by the Village if the key is returned;
- 6) The Deposit may be utilized by the Village if: no payment or arrangements have been made to that effect for sixty (60) days; the Village discovers that unauthorised copies of keys have been produced; a Customer is found to have significantly contravened this Policy in a manner considered by the Chief Administrative Officer to warrant loss of a Deposit;
- 7) If required, the post-dated cheque Deposit will be deposited, and a cash Deposit will not be returned;
- 8) The Deposit will be returned to the Customer if the key(s) are returned and the Village considers the Customer to have respected this Policy.

Effective June 18, 2019

Edgerton Storage Facility Agreement

Customer Name: _____

Customer Phone Number: _____

Date of Key Pickup: _____

Length of Storage Rental (Maximum six (6) months per agreement): _____

Key Number: _____

Total Fees Paid: _____ Method of Fee Payment: _____

Total Deposit Paid: _____ Method of Deposit: _____

By signing, the Customer affirms that:

- I have read, understand, and agree to respect the Edgerton Storage Facility Policy;
- I have read, understand, and agree to all stipulations, including those listed in "Fees" and "Deposit;"
- A copy of this Agreement will be kept on file with the Village and a copy will be provided to myself.

Customer

Village of Edgerton
Chief Administrative Officer, or
Designated Staff

Date