

**TOWN OF MIDDLETON
CODE A - GENERAL ADMINISTRATION**

Subject: Interdepartmental Facilities and Equipment Rental	Number: 1.8
Coverage: Staff	Approved by: Council & CAO
Effective Date: June 1, 1998	Revision Date: August 8, 2006

Rationale

This policy recognizes the cost associated with equipment and facilities shared between the various departments within the Town Hall and the Water Utility. The policy outlines inter-fund transactions between Departments for equipment and facility usage.

Policy Statement

- 1) Office rental charges for facilities in the Town Hall are to be based on square footage occupied as a percentage of the total square footage against budgeted costs for the current year.
- 2) Charges for Water Utility for a portion of Town Hall operations and the Works Building operations are to be based on 30% of the actual cost of maintenance of those areas.
- 3) Common equipment charges to the Water Utility shall be based on 30% of the actual cost of those common equipment areas maintenance costs.
- 4) These rental charges and usage charges shall be levied at the end of the year, based on actual figures.

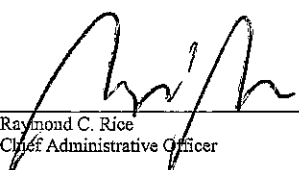
Previous Policy

The previous policy 1/55 "Interdepartmental Facilities and Equipment Rental", approved June 1, 1998, is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8th day of August, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 5th day of March, 2007



Raymond C. Rice
Chief Administrative Officer