



POLICY & PROCEDURE MANUAL

SECTION	Grand Valley District Community Centre	POLICY NUMBER #GVDCC-15-001
SUB-SECTION	Fee Waiver Policy	EFFECTIVE DATE July 2015 REVISION DATE June 2018
SUBJECT	Fee Waiver Policy for meeting rooms at arena	
APPROVAL	Town of Grand Valley Resolution # 2018-06-15	

PURPOSE:

The Town of Grand Valley recognizes that municipal facilities, such as parks, recreation buildings, and heritage sites, are integral to healthy communities, and are intended to be used by the public to enhance community involvement, health and wellness through active living, social and other activities.

The purpose of the Town of Grand Valley’s Fee Waiver Policy is to provide financial assistance, in the form of fee reductions and waivers for rental fees for the Grand River Room or the Seniors’ Room at the Grand Valley Community Centre, to community groups and organizations for eligible events and activities that benefit the greater community of Grand Valley.

PROCESS:

Groups applying to use the Community Centre’s two meeting rooms at no or reduced cost are required to submit an application, hereby attached as Schedule A. Applications will be reviewed by Town Council to determine eligibility under the following criteria:

Eligibility

Eligible groups include Grand Valley-based Service Clubs, Not-for-profit community and/or neighbourhood groups and organizations that work to support the community in the Town of Grand Valley.

To be considered eligible a waiver, applicants must demonstrate:

- how the proceeds from the event will enhance community enjoyment and involvement, or health and wellness;
- that there are no direct or indirect financial gains to the organizers or their organization;
- that there is no entry fee or indirect cost to the public;
- that the event will be open to all members of the public; **AND,**
- that 100% of the net proceeds from their event will be used within the Town of Grand Valley for a specific project for community betterment.

Non-Eligibility

Non-eligible groups and activities include, but are not limited to, the following:

- Groups or projects, activities or events that stand to make a profit solely for their organization or are commercial in nature
- Sequential (daily, weekly, etc.) seminars, courses, clinics, programs, etc.
- Groups of a political nature
- School activities already supported through school tax levy
- Entertainment or social functions with no direct tangible benefit to the community at large
- Discriminatory activities or events that would incite hatred towards any group
- Activities or events that are unlawful
- Activities or events that are contrary to the policies of the Town
- Applications requesting free use of the ice surface, whether ice is in or not
- Any other reason deemed unsuitable by the Town at its sole discretion

Fee Waiver Amounts

Eligible groups and activities may be entitled to a 100% Fee Waiver, or part thereof, based on the merit of the activity, and the extent it serves the greater community.

Procedure

1. All interested groups must complete a Fee Waiver Application Form, outlining the purpose of the activity and related organizational information.
2. The Application Form must be submitted a minimum of 4 weeks prior to the date of the activity, to the Town Clerk at 5 Main Street N, Grand Valley in order to ensure timely processing.
Application forms received late will be processed accordingly; however, applicants must assume responsibility for any consequences associated with delays in the confirmation/administration process
3. The Clerk will confirm with Facility Staff that the facility is available on the date(s) and time(s) requested.
4. If the required facility (or suitable alternative) is available, the Application will be brought forward to Council for consideration at their next meeting.
5. Applicants will be notified by the Clerk's office about Council's decision within one (1) week from the date of the decision.
6. Council may impose any terms or conditions on the applicant deemed necessary.
7. The group or organization remains responsible for any/all terms and conditions in the facilities rental agreement, regardless of the approval or denial of the application.
8. Successful applicants must agree to recognize the Town's contribution to their project, activity or event in all related public information, including printed materials, social media and newspaper.

Because granting free facility use could reduce the number of hours available to other Community Centre renters, the Municipality reserves the right to limit the number of waivers provided in a given year.



Evaluation and Reporting

Staff will report to Council on an annual basis, as part of the Operating Budget Process, with a detailed account of the total number of fee waivers granted, and related lost revenue and expenses incurred.

The Policy will be reviewed from time to time, as deemed necessary.

The original application and a copy of the resolution to approve/deny the request shall be retained by the Clerk's office in a Fee Waiver file, and retained in accordance with Town By-law.

Copies of the application and resolution will be given to the Community Centre Manager and the applicant.

A copy of the application will be kept with the original resolution of Council.



Community Centre Rental Fee Waiver Application

(Schedule A)

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Name of Event: _____

Date of Function: _____ Facility Requested: _____

Describe the event (goals, itinerary, expected attendance, etc):

Describe the Community Project for which the event is being held, or who will benefit from the activity or event and how they will benefit:

How often will this event be held (circle one)? Annually A one-time function

Other: _____



Will there be fundraising as part of your event, and for what purpose will funds be raised?

Is your organization prepared to share its current financial statement if requested?

- Yes
- No

Is the request for a partial or full waiver?

- Partial
- Full

Has the organization contacted other local community groups to form a partnership for this project? If so, please provide details:

Is there any additional information you would like for us to consider when reviewing the application? You may attach additional documents if you wish.

Signature of Representative: _____ Date: _____

Office Use Only

Date Received: _____

Facility available for request: Yes No

Date of Council Review: _____
Or Not sent to Council - reason _____

Approved? No

Yes - Date of Approval: _____ Resolution#: _____