



# Community Centre Rental Fee Waiver Application

(Schedule A)

Name of Organization: Girl Guides of Canada

Contact Person: Rebecca Dart

Mailing Address: 21 Tindall Cres

Email Address: dartr@girlguides.ca Phone Number: 1-833-433-0996 x 1385

Name of Event: Girl Guides weekly meetings

Date of Function: January-June 2026\* Facility Requested: Grand River Room

\*and recurring each Sep-June

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

Weekly Girl Guide meetings, approximately 25-30 girls plus adult supervision as per our Safe Guiding ratios.

Our programs include outdoor adventures, STEM activities, arts and crafts, leadership opportunities, and community service projects.

Our programs are led by trained volunteers, and we follow strict guidelines to ensure a safe, inclusive space for all kids.

Describe who will benefit from the activity or event and how they will benefit:

Guiding provides a safe, all-girl environment that invites girls to challenge themselves, to find their voice, meet new friends, have fun and make a difference in the world. Girl Guides of Canada—Guides du Canada (GGC) strives to ensure that girls and women from all walks of life, identities and lived experiences feel a sense of belonging and can fully participate. Girl Guides is an organization with over 100 years of history and a strong and growing future.

Describe the purpose of the waiver request:

Being a non-profit organization, we run on donations and have a strict budget to follow. Our budget per guiding year (Sep-June) is \$1500 for facility use.

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

Other: Weekly (Sep-June - with some breaks)



Will there be admission or other fees charged for those attending and if so what is the cost? Will there be fundraising as part of your event, and for what purpose will funds be raised?

Girls pay an annual registration fee to the Girl Guides of Canada organization.  
Girl Guides programs cost less than \$200 per year for the weekly programming offered throughout the school year.  
There may also be uniform costs and additional activity fees for special events or outings.  
Fundraising happens twice a guiding year through cookie sales

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:

Not at this time

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

We have a unit space budget of \$1500 per guiding year (Sept-June). We would love the opportunity to use our community space not only to benefit the members in our community, but also our town as a whole.

Signature of Representative: R. J. [Signature] Date Signed: Jan 13, 2026

**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: \_\_\_\_\_ Res.#: \_\_\_\_\_



# POLICY & PROCEDURE MANUAL

<b>SECTION</b>	Grand Valley District Community Centre	<b>POLICY NUMBER</b>	#GVDCC-15-001
<b>SUB-SECTION</b>	Fee Waiver Policy	<b>EFFECTIVE DATE</b>	July 2015
		<b>REVISION DATE</b>	November 2017
<b>SUBJECT</b>	Fee Waiver Policy for meeting rooms at arena		
<b>APPROVAL</b>	Town of Grand Valley Resolution # 2017-11-25		

**PURPOSE:**

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.

**STATEMENT:**

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.

**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:

- Not-for-profit community, sport, culture, arts, and recreation associations active within the Town of Grand Valley.
- Not-for-profit community and/or neighbourhood groups and organizations that work to support the community in the Town of Grand Valley.
- Grand Valley-based Community Service Clubs and Organizations.

In the interest of consistency and clarity, there is certain merit in establishing a common approach to deal with fee waiver requests for municipal facilities. To be considered eligible a waiver, applicants must demonstrate:

- how the event will enhance community enjoyment and involvement, or health and wellness;



- that there are no direct or indirect financial gains to the organizers;
- that there is no entry fee, fee to participate, or indirect cost to members of 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 community betterment, if there are any proceeds at all.

### **Non-Eligibility**

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

- Commercial groups or projects, activities or events that stand to make a profit 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 municipality
- 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 neighbourhood/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 that it deems 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.

Given that the granting of free facility use has the potential of reducing 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/by group, 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.