

**Policy for Waiving or Reducing Fees Related to
Use of Municipal Owned Recreation Facilities and Spaces**
(with the exception of Kemptville Campus owned properties)

Policy #:

Date Approved:

Department Responsibility: Parks, Recreation and Culture

Status:

Policy Statement:

The policy of Waiving or Reducing Fees Related to the Use of Municipal Owned Recreation Facilities and Spaces (with the exception of Kemptville Campus owned properties) will assist in determining whether fees related to facility rentals may be waived or reduced for an organization requesting this in connection with rental of Municipal facilities or spaces.

Purpose:

- To reduce financial barriers for non-profit and not-for-profit organizations in the planning of programs and events that provide support to the community.
- To provide a consistent approach in assessing requests for waiving of Municipal fees related to booking facilities and spaces.
- To ensure the approved waiving of fees will not have a significant impact on the Municipality's budget and overall fiscal objectives.

Scope:

Certain community groups and non-profit or not-for-profit organizations may request a waiving or reduction of fees related to rental of facilities or spaces if they meet some of the following conditions.

- Must be a non-profit or not-for-profit organization.
- Must provide evidence that regular rental fees may constitute a real barrier to the running of their event or program.
- Activity is open to the public, or membership in the requesting organization is open to the public.
- If activity is a fundraising event, 100% of the proceeds raised are dedicated to local projects that provide a broad community benefit.
- Activity must comply with all applicable legislation, Municipality of North Grenville policies and by-laws.
- Activity must not be for the purpose of generating revenue for profit making businesses and organizations.

Exclusions:

All organizations granted a waiving of fees for a facility rental will still be required to enter into the municipality's standard rental contract, provide the appropriate insurance coverage, (at their own expense), and pay for any additional services provided beyond the basic rental fee such as extra cleaning costs or damages to the facility.

Policy:

This Policy provides local non-profit or not-for-profit free or reduced fee, use of Municipal owned facilities and spaces that provide broadly based and valuable services to the community or a fundraising event where 100% of the proceeds support a local project.

Requests for the waiver/reduction of fees shall be initially submitted to the Parks, Recreation and Culture Department for consideration. Upon review, the Director of Parks, Recreation and Culture will prepare a report with a recommendation to Council to approve the fee waiver/reduction or to decline the request.

Council has the final authority to approve or deny the request. Council will be guided by the following criteria:

- The request has significant social/community benefits to residents of North Grenville.
- The dollar value of the fees related to the rental may outweigh the social/community benefits.
- The dollar value is within the \$2,000 maximum per request limit.
- The events or services provided by the applicant align with the Community Strategic Plan.
- \$10,000.00 maximum annual budget allotment.

Policy Review:

This policy will be reviewed and updated as required.

Definitions:

Fee Waiver means the facility rental fees as established in the fees and charges by-law policy are reduced to zero or partially reduced.