



Owen Sound

STANDARD POLICY

S.P. NO: CS37

PAGE NO. 1 OF 5

DATE: Jan. 13, 2005

SUBJECT: WAIVING OF RENTAL FEES

DEPARTMENT: Community Services
DIVISION: Rec & Parks

COUNCIL AUTHORITY OR STAFF APPROVED:

Approved by Council July 5, 1999 by adopting Recreation & Culture Advisory Committee June 23, 1999 minutes, Amended Rec Advisory Jan, 2005 Amended Rec Advisory Nov 12, 2009, Amended by Council Feb 16, 2010

NEW:

REVISED: X
DATE: Mar. 11, 2010

This policy relates to the rental use of City facilities including buildings, structures and parks where a group or organization is committed to contributing **100% of net proceeds** from their fundraising event or activity to a City of Owen Sound service, program or facility. Such a use may be eligible to have the applicable rental fee waived subject to meeting all of the following conditions:

- Events donating less than 100% of net proceeds to the City are not eligible under this policy;
- Those eligible to apply include not for profit individuals, groups and organizations. In the case of a group or organization, an individual contact must be identified on the application;
- A *Waiving of Rental Fees Request Form* (Appendix A) must be completed by the applicant;
- Application to be received by the City a minimum of 6 weeks in advance of the event;
- No retroactive approval to waiving the facility fee rental will be granted;
- Organizations must present a pre-project budget for their fundraising project to the Community Services, Recreation Division and complete *Waiving of Rental Fees Request Form*. A minimum contribution equivalent to the facility rental or \$1000 (whichever is the greater) must be budgeted for and forwarded to the City at the conclusion of the event (See Schedule "A" attached);
- A post event budget must be presented to the City at the time of the donation to the City. The City reserves the right to require documentation to support the post event budget and audit the statement if it deems necessary. The post event budget must be submitted no later than 10 business following the event;
- Costs relating to certain services provided by City staff (including but not limited to placing the wooden floor in an arena, glass removal, delivery of picnic tables) that have direct staff time and equipment costs are not subject to the fee waiver and are exempt under this policy;



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- Applicable permits and compliance with other requirements are the responsibility of the applicant and must be in place prior to the event; (e.g. building permit or AGCO licence, etc.)
- Where all applicable criteria of Policy CRC37 are met, the responsibility of waiving fees will be determined by the Director of Community Services and the Director of Finance;
- City Departments are to pay the full facility rental fee for events that are generating funds for on-going operating costs and no rental fee if the funds raised are for a specific capital enhancements or on-going maintenance of a City building, facility or parks, the waiver would apply;
- In the event that a rental is cancelled due to inclement weather or other reason, the applicable cancellation policy of the City would apply;
- The City of Owen Sound, under no circumstances, will be held liable for any loss of revenue or personal liability as a result of fundraising events. If an event does not achieve the fundraising goal (minimum \$1000 or equal to cover the cost of the rental, whichever is greater) the group is required to pay the applicable rental fee;
- **Upon completion of event and following donation of the funds to the City, the City of Owen Sound has full discretion regarding the funds or any revenues generated as a result of a donation. The City reserves the right to apply a portion of the donation to offset the applicable facility rental fee.**



APPLICATION

WAIVING OF RENTAL FEES REQUEST FORM

POLICY # CS37

(Note: please submit completed application a minimum of 6 weeks prior to the event)

Name of Group/Organization/Individual:		
Contact name of individual:		
Address:	City:	Postal Code:
Email address:	Phone number:	
Describe the fundraising event:		
Date of Event:	Event Location:	
Service/Program or Capital Project to benefit from this fundraising event:		

Declaration:

I, _____, on behalf of the above named organization/group certify that I have read and understand the conditions outlined by Policy CRC37 and will comply with the terms and conditions outlined therein.

For more information, please contact:

**City of Owen Sound
Community Services Department
808 2nd Avenue East, Owen Sound, ON N4K 2H8
519 376 1440**

For internal use only:

Date received: _____.

Does the application meet the criteria outlined by the policy Y N

Pre event budget received and reviewed Y N

Post event budget to be received by: _____.

Authorization of Director of Community Services _____.

Authorization of Director of Financial Services _____.

Amount of rental fee eligible for waiver _____.

B U D G E T

REVENUE:

32 Teams x \$2,500.00 Registration Fee
Net Profit from Beer Garden (Tent Excluded)
Raffles/Draws, etc.
Sponsorship

TOTAL REVENUE

EXPENSES:

Facility Rental
Staffing
Awards/Prizes
Tent Rental
Materials & Supplies
Advertising
Insurance
Miscellaneous Items (Telephone, etc.)

TOTAL EXPENSES

NET PROFIT TO BE DONATED TO CITY PROJECT **\$**

(To accompany Application for Waiving of Rental Fees)

Organization/Business: _____

REVENUE:

Registration Fee - \$_____ x _____# of Teams/Participants = \$_____

Liquor Sales (Net Profit) _____

Raffles/Draws, etc. _____

Sponsorships/Auctions _____

TOTAL REVENUE \$_____

EXPENSES:

Entertainment/Umpires, etc. \$_____

(Include all costs, ie. Accommodation, meals)

Awards/Prizes _____

Supplies _____

Equipment Rental _____

Insurance _____

Miscellaneous (i.e. Advertising, office supplies, telephone, etc.) _____

TOTAL EXPENSES \$_____

NET PROFIT TO BE DONATED TO CITY PROJECT \$_____