

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Reduced Rate Facility Usage – Sporting Events	<i>POLICY NUMBER:</i> 7.18	<i>EFFECTIVE DATE:</i> October 15, 2007
<i>ORIGIN:</i> Department of Planning, Development and Leisure Services	<i>ADOPTED BY COUNCIL ON:</i> October 4, 2004 (formerly Free Facility Usage Policy)	<i>DATE AMENDED:</i> October 15, 2007

Reduced Rate Facility Usage Policy – Sporting Events - Community Sport Organizations

1. Defining "Community Sport Organization"

For the purpose of determining reduced rate eligibility, community sport organizations are defined as a volunteer non-profit organization that is Melfort based, and has a majority of it's members as Melfort residents. The organization must be involved with the effective provision of a sport aimed at all or some of the City's residents.

2. Purpose

To utilize the City of Melfort recreation facilities as a means to generate tourism, assist in funding Community Sport Organizations, generate economic and community development.

To encourage the continued involvement of these organizations in their community-oriented endeavors, it is important that the City support Community Sport Organizations through the granting of reduced rates for facility usage under specified conditions.

The Department will propose a set of general criteria for assistance in determining if the groups are eligible to receive assistance.

City Facilities that qualify for reduced rates:

- Northern Lights Palace Arena
- Northern Lights Palace Leisure Pool
- Main Arena
- Spruce Haven Ball Complex
- Exhibition Ball Diamonds
- North East Leisure Centre

3. Policy

3.1 Criteria (conditions) for granting reduced rate facility usage:

- (a) Melfort-based Community Sport Organization.
- (b) A minimum of 4 teams from outside of 125 kms is required to qualify for any reduction in rates. The reduction will be equivalent to the percentage of teams from outside of 125kms (i.e. 6 teams from outside of 125 kms for a 12 team tournament will result in a reduction in usage rates by % 50).

Provincial, Western Canadian or National Championships will be evaluated using the same percentage criteria.
- (c) The event must be a minimum of 2 full days.
- (d) If reduced rate is granted, the City of Melfort must be recognized as a Major Sponsor of the event.

3.2 Procedure

Requests:

Requests must be submitted in writing by the Community Sport Organization to the Planning, Development & Leisure Services Department outlining the following:

- Name of organization hosting the event
- Description of organization
- Description of event (detailed):
objective, times, dates, facility requested

Requests will be granted or denied by administration based on the criteria. In the event a request for reduced rates falls in a grey area, administration will consult with the Leisure Services Advisory Committee for a recommendation.

Final Report:

A final report must be submitted to the Planning, Development & Leisure Services Department within 10 days after the event is completed. If the final report is not submitted to the Department, the Community Sport Organization will be invoiced for the event. The final report should contain the following:

- Name of organization providing program/service
- Description of organization
- Description of event (detailed):
level of success of the event, times used, list of teams/participants (with contact information), estimated number of people (participants, parents, etc.), importance of free facility usage to the host organization

Revenues will be transferred to the appropriate facility account and expenditures will be allocated to the Legislative Services, Facility Fee Waiver Account. In the event that damages occur to the facility, those expenditures shall be allocated to the Legislative Services, Facility Fee Waiver Account. Council, by resolution, may forward all damage costs to the applying Community Sport Organization at their discretion.

City of Melfort
Planning, Development & Leisure Services Department
Reduced Rate for Sporting Event Request Form

Name of Organization: _____

Mailing Address of Organization: _____

Contact Person: _____

Phone Number: _____ (H) _____ (W)

Description of Organization: Non-profit: Yes _____ No _____

Detailed description of events for which reduced rate usage is being requested: (objectives, times, dates, facility requested)

Describe how the event will benefit the community and the host organization:

Criteria for Granting Reduced Rate for Sporting Events

- (a) Melfort based Community Sport Organization.
- (b) A minimum of 4 teams from outside of 125 kms is required to qualify for any reduction in rates. The reduction will be equivalent to the percentage of teams from outside of 125kms (i.e. 6 teams from outside of 125 kms for a 12 team tournament will result in a reduction in usage rates by % 50).

Provincial, Western Canadian or National Championships will be evaluated using the same percentage criteria.
- (c) The event must be a minimum of 2 full days.
- (d) If reduced rate is granted, the City of Melfort must be recognized as a Major Sponsor of the event.
- (e) Upon completion of the event, submit a final report within 10 days.

City Facilities that Qualify for Reduced Rates

- Northern Lights Palace Arena
- Northern Lights Palace Leisure Pool
- Main Arena
- Spruce Haven Ball Complex
- Exhibition Ball Diamonds
- North East Leisure Centre

CITY OF MELFORT
PLANNING, DEVELOPMENT & LEISURE SERVICES DEPARTMENT
BOX 2230
MELFORT, SASKATCHEWAN
SOE IAO
PHONE: 752-5911
FAX: 752-5556

(The department is located at City Hall - 202 Burrows Avenue West)

City of Melfort
Planning, Development & Leisure Services Department
Reduced Rate for Sporting Event Final Report

Name of Organization: _____

Mailing Address of Organization: _____

Contact Person: _____

Phone Number: _____ (H) _____ (W)

Description of Organization:

Detailed description of the event for which reduced rates was granted: (level of success of the event, times, dates, facility used)

Describe how the event and the reduced rates benefit the community and the host organization:

Estimated number of new people in the community for the event (participants, parents, coaches, etc.): _____

**** Attach a list of teams/participants with their contact information ****