

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Free Facility Usage	<i>POLICY NUMBER:</i> 7.09	<i>EFFECTIVE DATE:</i> February 10, 2004
<i>ORIGIN:</i> Council Recreation & Parks Board	<i>ADOPTED BY COUNCIL ON:</i> November 1, 1993	<i>DATE AMENDED:</i> February 9, 2004

Free Usage Policy – Community Service Organizations

1. Defining "Community Service Organization"

For the purpose of determining free usage eligibility, community service 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 service aimed at all or some of the City's residents.

2. Rationale

Community Service Organizations constitute a special user group in society. While the City of Melfort, Recreation & Parks Board recognizes the important contributions that Community Service Organizations make to the community, the Recreation & Parks Board must reassess it's role in granting free facility usage.

To encourage the continued involvement of these organizations in their community-oriented endeavors, it is important that the Recreation & Parks Board continue to support Community Service Groups through the granting of free 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. Subsidies to Community Service organizations will be restricted to either a reduction in the cost or free facility usage in City owned and operated facilities.

The rationale for this policy is to eliminate the usual requests for free facility usage from the Recreation and Parks Board agenda. Requests will be granted or denied based on the criteria listed below. At the present time, the Recreation & Parks Board meets at the call of the Chair, which tends not to satisfy the amount of requests received. To offset some of the time delay, the Department staff will be able to give the group a decision based on the criteria and by following the policy.

3. Policy

3.1. Criteria (conditions) for granting free facility usage:

- Programs/Services which are not eligible for funding from Federal or Provincial Government Sources, Regional or Provincial Recreation bodies.
- Programs/Services which complement but do not duplicate the City's involvement.
- Must be a direct program/service offered by a volunteer non-profit community group.
- No registration fee charged to participants of program/service. Except when the event raises money for a recognized charitable organization.
- Open to all residents if the residents wish to participate (no barriers). No admission fee and open to all interested individuals that qualify to attend.
- If free facility usage is granted, the contribution of the City of Melfort must be recognized.
- Free facility usage requests will be denied if requested on Statutory Holidays and unscheduled staff times.

3.2. Procedure

Requests must be submitted in writing by the Community Service Organization to the Recreation and Parks Department outlining the following:

- Name of organization providing program/service
 - Description of organization
 - Description of program/service (detailed):
objective, times, dates, facility and/or room requested
 - Demonstrate financial need
 - Description of how the event will benefit the community as a whole
- The Department management staff and the Recreation and Parks Board Chairperson will review the requests and make a decision based upon the criteria. If a request seems to be one that Department staff and the Chairperson have difficulty resolving, the request will be presented at the next Recreation and Parks Board meeting for a decision. 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 Service Organization at their discretion.

3.3. Request for more than 1 day free facility usage:

When a request for more than one full day of free facility usage is requested it must be approved by Council as per Bylaw number 88-18 establishing a Recreation and Parks Board. Whereas the Bylaw states:

"The Board shall be and is hereby delegated the following authority: to waive fees for use or rental of recreation facilities by non-profit groups and organizations, provided no waiver may extend beyond a single day or, in the case of tournament, and/or special events or other continuous occasions of limited duration, beyond that tournament or other occasion, as the case may be.

For a request of more than 1 day or outside the scope of the Recreation and Parks Board authority, the Department staff will recommend to City Council on behalf of the Recreation and Parks Board to grant free facility usage at a regular meeting of Council.

4. Hardship Cases

Requests for free usage that benefit a family will be granted under the discretion of council on a case by case basis. Factors that will influence the decision:

- Nature of the hardship to the family.
- The affected family and/or family members are residents of Melfort.

5. Considerations

That this policy supersedes any and all previous subsidization or facility fee waiver policies established by City Council.

City of Melfort
Recreation and Parks Department
Free Facility 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 free facility usage is being requested: (objectives, times, dates, facility and/or room requested)

Demonstrate the financial need required: (how will free facility usage benefit the success of the event?)

Describe how the event will benefit the community as a whole:

Criteria for Granting Free Facility Usage

1. Programs or events which are not eligible for funding from federal or provincial government sources, regional or provincial recreation bodies.
2. Programs or events which complement but do not duplicate the City's involvement.
3. Must be a direct program or event offered by a volunteer non- profit community group.
4. No registration fee charged to participants of the program or event. Except when the event raises money for a recognized charitable organization.
5. Open to all residents if the residents wish to participate (no barriers). No admission fee (except as mentioned in point 4) and open to all interested individuals that qualify to attend.
6. If free facility usage is granted, the contribution of the City of Melfort must be recognized.
7. Free facility usage requests will be denied if requested on statutory holidays and unscheduled staff times.

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