

Category: Policy No. Revisions:		Pages: 2 Effective Date: May 2014 Report No.: CS 2014-009
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## Fee Waiver & Reduction Request

### Purpose:

The Municipality of Middlesex Centre recognizes the importance of assisting community organizations/groups with affordable facilities during special events. The following operating guidelines outline the process in applying for a Fee Waiver or Fee Reduction at any municipal community centre hall, kitchen and/or meeting room.

### Scope:

The Fee Waiver & Reduction Request policy will provide a clear understanding of the roles and responsibilities of the municipality and user groups while ensuring consistency through its application.

This policy applies to the following community centers:

- Bryanston Community Centre
- Ilderton Community Centre
- Coldstream Community Centre
- Komoka Community Centre
- Delaware Community Centre
- Wellness & Recreation Complex (London Life Room)

### Roles & Responsibilities:

The Director of Community Services or the Customer Service Coordinator having operational jurisdiction over a facility and has the authority to approve or deny a proposed Fee Reduction Request for a facility at a location(s) within or on the grounds of the municipal property under his/her jurisdiction.

### Procedure:

#### Fee Reduction Requests

To qualify for a 35% Fee Reduction the following criteria must be met:

- Must qualify as a Not for Profit/Charitable organization, Minor Sport Group or Service Club
- Must be Middlesex Centre based
- Application form must be accompanied by a letter requesting the discount on the respective organization's letterhead and signed by an executive member of the organization

The following conditions apply to this Fee Reduction Request:

- Applies to new bookings only
- One time rentals must complete and submit application form at the time of booking
- Re-occurring groups can submit annually at the beginning of each calendar year for approval
- Permit Holder cannot sublet to other persons or groups
- Rental times that are already discounted will not be eligible
- Discount applies to community Centre halls, kitchens and meeting rooms only
- Be subject to all municipal policies and procedures for facility rentals including but not limited to the Municipal Alcohol Policy, Lottery & Gaming
- Groups must provide proof of Insurance

### Fee Waiver Requests

To qualify for a Fee Waiver, the following criteria must be met:

- Must qualify as a Not for Profit/Charitable organization, Minor Sport Group or Service Club
- Must be Middlesex Centre based
- Be for the purpose of a fundraiser where funds raised go towards a municipal project (i.e. playground)
- Groups must submit a letter to the Director of Community Services requesting the fee waiver on the respective organization's letterhead and signed by an executive member of the organization indicating the purpose of the fundraiser and reference to the municipal project
- Has received Council resolution approving of the Fee Waiver

The following conditions apply to this Fee Waiver Request:

- Applies to new bookings only (dates after policy is approved by Council)
- Applicants must complete and submit application form at the time of booking
- Permit Holder cannot sublet to other persons or groups
- Discount applies to community centre halls, kitchens and meeting rooms only
- Be subject to all municipal policies and procedures for facility rentals including but not limited to the Municipal Alcohol Policy, Lottery & Gaming, Rzone
- Groups must provide proof of Insurance

### Service Clubs - Annual Free Rental

Middlesex Centre based Service Clubs will be eligible for one free booking per calendar year up to 3 days maximum to host an event of their choice.

The following conditions apply to the annual free rental for Service Clubs:

- Applies to new bookings only (dates after policy is approved by Council)
- Applicants must complete and submit application form at the time of booking
- Permit Holder cannot sublet to other persons or groups
- Discount applies to community centre halls, kitchens and meeting rooms only
- Be subject to all municipal policies and procedures for facility rentals including but not limited to the Municipal Alcohol Policy, Lottery & Gaming, Rzone
- Groups must provide proof of Insurance