



Owen Sound

STANDARD POLICY

S.P. NO: CS77

PAGE NO. 1 OF 4

DATE: Feb. 1/2010

**SUBJECT:
WAIVING OF RENTAL FEES FOR PROVINCIAL,
NATIONAL AND INTERNATIONAL EVENTS**

**DEPARTMENT:
Community Services
DIVISION:
Recreation**

COUNCIL AUTHORITY OR STAFF APPROVED:
Recreation and Parks Advisory Committee meeting – Nov.12/09
Council Resolution – Dec. 21/09

NEW: X
**REVISED:
DATE: Feb. 1/10**

This policy relates to the rental use of City facilities including buildings, recreation centres, structures, parks and playing fields for a Provincial, National or International event. Such an event may be a sporting event or a cultural event (e.g. National Communities in Bloom).

- The event must be sanctioned by a provincial, national or international recognized governing body and the event must be a provincial, national or international championship;
- Local and regional level events are not eligible under this policy;
- The event and its participants must be of amateur status (applies to sporting events);
- The applicant or event host must be a not for profit group or organization that has a constitution and audited financial statement (if applicable);
- Groups that are already eligible for the City's "minor" facility rate (i.e. 30% reduction from adult rate) are not eligible for a further reduction under this policy;
- A *Waiving of Rental Fees Request Form- Provincial, National and International Event* (Appendix A) must be completed by the applicant;
- The event must be open and accessible to all people. An entry of gate fee may still apply;
- Application to be received by the City a minimum of six (6) weeks in advance of the event;
- No retroactive approval to waiving/reducing the facility fee rental will be granted;
- The event must have a resolution of support from the City of Owen Sound;



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PAGE NO. 2 OF 3

DATE: Feb. 1/2010

SUBJECT:
**WAIVING OF RENTAL FEES FOR PROVINCIAL,
NATIONAL AND INTERNATIONAL EVENTS**

DEPARTMENT:
Community Services
DIVISION:
Rec & Culture

COUNCIL AUTHORITY OR STAFF APPROVED:
Recreation and Parks Advisory Committee meeting – Nov.12/09
Council Resolution – Dec. 21/09

NEW: X

REVISED:
DATE: Feb. 2/2010

- 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- Provincial, National or International Event*. Events that generate a surplus of 10% or more over costs are not eligible for a reduction;
- National and International events are eligible for a 30% reduction to the adult facility rental rate to a maximum of \$1500. Provincial events are eligible for a 25% reduction to the adult facility rental rate to a maximum of \$1000;
- The event must recognize the City as a major event sponsor. Details of the sponsorship must be clearly outlined in the proposal to the City.
- 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 days 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 reduction and are exempt under this policy;
- 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 CS77 are met, the responsibility of waiving/reducing fees will be determined by the Director of Community Services and the Director of Finance.
- 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;
- An individual, group or organization with an outstanding balance with the City is not eligible to apply or receive a reduction;
- The City reserves the right to refuse the request for a reduction of rental fees for an event even where all conditions are met.



APPLICATION

APPENDIX A

WAIVING OF RENTAL FEES-

Provincial, National and International Event REQUEST FORM

POLICY # CS77

(NOTE: Please submit completed application a minimum of six (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 event and attach evidence that the event is a Championship event and sanctioned by a recognized Provincial, National or International governing body:		
Is your group a not for profit group or organization: <input type="checkbox"/> Yes <input type="checkbox"/> No Please attach a copy of your constitution and last audited financial statement (if applicable)		
Has the approval of the City by resolution been obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No (please attach copy of resolution)		
Please describe how the City's sponsorship will be recognized by your event:		

Declaration:

I, _____, on behalf of the above named organization/group certify that I have read and understand the conditions outlined by Policy CS77 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 2H4, 519-376-1440**

For internal use only:

Date received: _____

Does the application meet the criteria outlined by the policy Yes No

Pre event budget received and reviewed Yes No

Post event budget to be received by: _____

Authorization of Director of Community Services _____

Authorization of Director of Financial Services _____

Amount of reduction of rental fee 25% (max. \$1000) 30% (max 1500)

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

\$

