

<p>Category:</p> <p>Policy No. :</p>		<p>Effective Date: May 29, 2024</p> <p>Date of Next Review:</p>
--------------------------------------	---	---

Fee Waiver/Reduction Request Policy

Purpose:

The Municipal District of St. Stephen 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:

- Garcelon Civic Center
- Oak Bay Community Hall
- Community/Public space

Roles & Responsibilities:

The Director of Community Services has the authority to approve or deny a proposed Fee Waiver or Reduction Request for a facility at a location(s) within or on the grounds of the municipal property under their 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 Municipal District of St. Stephen 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 all Fee Reduction Requests:

- Applies to new bookings only (dates after policy is approved by Council).
- One-time rentals must submit a completed application form at the time of booking.
- Re-occurring requests must be submitted annually at the beginning of each calendar year for approval.
- Booking Holder cannot sublet to other persons or groups.
- Rental times that are already discounted will not be eligible.
- The fee reduction applies to community centre/halls, kitchens, and meeting rooms only.
- Is subject to all municipal policies and procedures for facility rentals.
- Groups must provide proof of insurance, to the satisfaction of the municipality.

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 Municipal District of St. Stephen based.
- Must be for the purpose of a fundraiser where funds raised go towards a municipal project (e.g. 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 all Fee Waiver Requests:

- Applies to new bookings only (dates after policy is approved by Council).
- Applicants must submit a completed application form at the time of booking.
- Booking Holder cannot sublet to other persons or groups.
- The fee waiver applies to community centre halls, kitchens, and meeting rooms only.
- Is subject to all municipal policies and procedures for facility rentals.
- Groups must provide proof of insurance, to the satisfaction of the municipality.

Service Clubs - Annual Free Rental

Municipal District of St. Stephen based service clubs will be eligible for one free booking per calendar year up to three (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 submit a completed application form at the time of booking.
- Booking Holder cannot sublet to other persons or groups.
- The fee waiver applies to community centre halls, kitchens, and meeting rooms only.
- Is subject to all municipal policies and procedures for facility rentals.
- Groups must provide proof of Insurance, to the satisfaction of the municipality.

Approved:



Allan MacEachern, Mayor



Jeff Renaud, Chief Administrative Officer



FEE WAIVER/ REDUCTION REQUEST APPLICATION FORM

Name of Organization: _____

Address: _____

City: _____ Postal Code: _____

Email Address: _____

Charitable Registration # _____

Contact Person for this Application: _____

Phone (Home): _____ (Work): _____

Date of Submission: _____ Signature: _____

Purpose of Event: _____

Type of Event: _____

Facility: _____

Date of Event: _____ Time of Event: _____

The following criteria must be met to be eligible for this discount:

- Must qualify as a not for profit/charitable organization, minor sports group or service club.
- Must be Municipal District of St. Stephen based.
- Application form must be accompanied by a letter requesting the waiver/discount on the respective organization's letterhead and signed by an executive member of the organization.

Conditions:

- For new bookings only.
- One-time rentals must submit a completed application form at the time of booking.
- Re-occurring rental groups must submit annually at the beginning of each calendar year for approval.
- Booking Holder cannot sublet to other persons or groups.
- Rental times that are already discounted will not be eligible.
- Waiver/discount applies to community centre halls, kitchens and meeting rooms only.

Name of Signing Officer (Please print) _____

Position/Title _____

Signature of Signing Officer: _____ Date: _____

FOR OFFICE USE ONLY: Date Received _____ Booking # _____