

 <p style="text-align: center;">STANDARD POLICY</p> <p><i>Owen Sound</i></p>	<p>S.P. NO: CRC37</p> <p>PAGE NO. 1 OF 2</p> <p>DATE: Jan 2005</p>
<p>SUBJECT: WAIVING OF RENTAL FEES</p>	<p>DEPARTMENT: Community Services</p> <p>DIVISION: Rec & Parks</p>
<p>COUNCIL AUTHORITY OR STAFF APPROVED: Approved by Council July 5, 1999 by adopting Recreation & Culture Advisory Committee June 23, 1999 minutes Amended Rec Advisory Jan, 2005</p>	<p>NEW: X</p>
	<p>REVISED: x</p> <p>DATE: Jan 13, 2005</p>
<p>Any individual, business or organization committed to contributing 100% of net proceeds from their fundraising event to a City of Owen Sound Service, Program or Facility may have their facility rental fee waived.</p> <p>The following conditions must be met:</p> <ul style="list-style-type: none"> ➤ Organizations must present a project budget for their fundraising project to the Community Services, Recreation Division and complete <i>Waiving of Rental Fees Request Form</i>. A minimum contribution equivalent to the facility rental must be budgeted for and forwarded to the City at the conclusion of the event. (See Schedule "A" attached). ➤ Approval by City Council of the project to be funded must be in place prior to commencement of fundraising initiative. Applicable permits must be first granted by appropriate City Department's ie Building Permits. ➤ The responsibility of waiving fees if all criteria are met will be determined by the Director of Community Services and the Recreation Co-ordinator. The Director and Co-ordinator shall also reserve the right to audit the project figures. ➤ City departments are to pay the full facility rental fee for events that are generating funds for on-going operating costs and no rental fee if the funds raised are for a specific capital enhancements or on-going maintenance of a city facility or parks project. ➤ Only projects showing a projected minimum contribution to the City of \$1,000.00 or more will be considered. (City staff in the event of inclement weather, acts of God will exercise Discretion). ➤ To be eligible for waiving of rental fee, proceeds from event must be allocated towards a service/program, new construction, renovations or maintenance or towards a specific project for city-owned property. (administrative costs not applicable.) 	



Owen Sound

STANDARD POLICY

S.P. NO: CRC37

PAGE NO. 2 OF 2

DATE:
July 13, 1999

SUBJECT: WAIVING OF RENTAL FEES

DEPARTMENT:
Community Services
DIVISION:
Rec & Culture

COUNCIL AUTHORITY OR STAFF APPROVED:

Approved by Council July 5, 1999 by adopting Recreation & Culture Advisory Committee June 23, 1999 minutes, amended January 13, 2005

NEW: X

REVISED: x

DATE: Jan 13, 2005

- 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.
- Upon completion of project, the City of Owen Sound will assume maintenance and ownership, in addition to any new revenues generated as a result of this project, unless otherwise agreed to by the City.



APPLICATION

WAIVING OF RENTAL FEES REQUEST FORM

POLICY # PRC-37

Any individual, business or organization committed to contributing 100% of net proceeds from their fundraising event to a City of Owen Sound Service, Program or Facility capital improvement or maintenance may have their facility rental fee waived.

THE FOLLOWING CONDITIONS MUST BE MET:

- Organizations must present a pre and post project budget for their fundraising project to the Community Services, Recreation & Culture Division and complete this form. *A minimum contribution equivalent to the facility rental must be budgeted for and forwarded to the City at the conclusion of the event.
- City Council approval of the project to be funded must be in place prior to commencement of fundraising initiative. Applicable permits must be first granted by appropriate City Department's ie Building Permits.
- Approval of the project, if all criteria are met, will be determined by the Director of Community Services and the Recreation staff. The Director shall also reserve the right to audit both pre and post project figures.
- Only projects showing a projected minimum contribution to the City of \$1,000.00 * or more will be considered. (City staff in the event of inclement weather, acts of God will exercise Discretion).
- Eligibility for waiving of rental fees depends upon proceeds from event being allocated towards a service/program, new construction, renovations or towards a specific project for City-owned property.
- The City, under no circumstances, will be held liable for loss of revenue or personal liability as a result of fundraising event.
- Upon completion of project, the City will assume maintenance and ownership, in addition to any new revenues generated as a result of this project, unless otherwise agreed to by the City.

Name of Business/Organization:

Address:

City:

Postal Code:

Township:

Phone Number:

Service/Program or Specific Project to benefit from this fundraising event:

- ☐ **Proposed budget to be submitted with event booking.**
☐ **Post-Budget to be submitted within 10 days of event.**

Declaration:

I, _____, on behalf of the above named organization/business certify that we understand the conditions outlined and have complied by submitting a pre and post project budget for approval of the Waiving of Rental Fees.

For more information, please contact Community Services Department, 376-1440.

(SEE REVERSE)

**SAMPLE
BUDGET**

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 (Includes Accommodation)
Awards/Prizes
Tent Rental for Beer Garden
Materials & Supplies
Advertising
Insurance
Miscellaneous Items (Telephone, etc.)

TOTAL EXPENSES

NET PROFIT TO BE DONATED TO CITY PROJECT

\$

(For Office Use Only)

Date Received _____

Approved By _____

Date

Approved

PRE-PROJECT BUDGET

(To accompany Application for
Waiving of Rental Fees)

Organization/Business: _____

REVENUE:

Registration Fee - \$_____ x _____ # of Teams/Participants = \$_____

Liquor Sales (Net Profit) _____

Raffles/Draws, etc. _____

Sponsorships/Auctions _____

TOTAL REVENUE \$_____

EXPENSES:

Entertainment/Umpires, etc. \$_____

(Include all costs, ie. Accommodation, meals)

Awards/Prizes _____

Supplies _____

Equipment Rental _____

Insurance _____

Misc. (ie. Advertising, office supplies, telephone, etc.) _____

TOTAL EXPENSES \$_____

NET PROFIT TO BE DONATED TO CITY PROJECT \$_____