

## FACILITY RENTAL FEE WAIVERS

Effective Date: November 1, 2016  
Last Revised: December 8, 2020

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### 1. Policy Statement

Facility rental fee waivers provide in-kind support to local non-profit or government agencies who utilize city owned facilities to enhance public safety, support youth or conduct local fundraising.

### 2. Purpose

The purpose of the facility rental fee waiver is to reduce financial barriers for non-profit and government agencies in the planning of programs and events that provide support to the community.

### 3. Scope

The City of Pitt Meadows has a variety of Facilities that are used by community groups to offer many types of programs and events. Within the context of this policy these facilities may be utilized on an as-available basis for events requesting Fee waivers.

This policy applies to the following type of events:

#### i) Public Safety

Includes community wide training events that promote emergency preparedness, emergency social service training, RCMP or fire safety, first aid training and safety fairs.

#### ii) Support for Youth

Includes community wide fundraising events where 100% of the proceeds are dedicated to local non-profit groups for the development/upgrading of youth orientated facilities, the purchase or replacement of significant equipment or the sponsorship of youth activities.

**iii) Local Fundraising**

Includes community wide fundraising events where 100% of the proceeds raised are dedicated to local projects that provide a broad community benefit in Pitt Meadows. Additional consideration will be provided to events where the proceeds of which will be utilized for approved city projects.

**iv) Programs offering Registration Subsidy**

Includes a Rental Fee waiver permitted for a portion of rental fees to local non-profit groups that provide reduced registration fees to residents with low income who would not otherwise be able to participate. Eligibility is determined under Council Policy C083 Program & Admission Fee Subsidization.

#### **4. Exclusions**

All organizations granted a fee waiver will still be required to enter into a standard rental contraction, provide the appropriate insurance coverage (at their own expense), pay all additional fees and taxes that may be required and pay for any additional services provided beyond the basic level of service generally provided to facility renters.

The fee waiver does not include the cost of extra cleaning, facility hosts or damages to the facility.

#### **5. Policy**

The Facility Rental Fee Waiver provides local non-profit or government agencies free use of city owned facilities when hosting an event that supports and enhances public safety or conducts local fundraising where 100% of the proceed support a local project.

When a group has received endorsement from Council for a city approved project, Parks, Recreation and Culture staff have the authority to waive the rental fee for fundraising activities when using a city owned facility.

##### **5.1 Definitions**

In this policy,

- (a) **Fee waiver** means the rental fees as established in the fees and charges policy are reduced to zero, therefore providing free use of a city owned facility

- (b) **Non-profit groups** means any organization registered as such under the Societies Act.
- (c) **Local Non-profit groups** means any organization registered as such under the Societies Act and has majority of their membership from City of Pitt Meadows.
- (d) **Local government agencies** means the City of Pitt Meadows and School District No. 42.

## 5.2 Roles and Responsibilities

- i. Community group or organization wishing to access the Facility Fee Waiver:
  - a) Make request to City Staff outlining the event and how it meets the criteria for fee waiver;
  - b) Follow all current booking procedures as outlined in this policy and as current health regulations apply.
- ii. Council
  - a) Delegate authority to City Staff to allow for the Facility Fee Waivers as outlined in this Policy.
- iii. Staff
  - a) Provide policy information to users during the Annual allocation process;
  - b) Receive, and review requests for fee waiver;
  - c) Authorized staff will approve those that are eligible.

## **Related Policies**

Other related policies include:

- a) Fees and Charges Policy C070
- b) Program & Admission Fee Subsidization C083