

# City of Melfort Policy Manual

<i>POLICY TITLE:</i> <b>Free Facility Usage</b>	<i>POLICY NUMBER:</i> <b>7.2.30</b>	<i>EFFECTIVE DATE:</i> <b>February 10, 2004</b>
<i>ORIGIN:</i> <b>Council Recreation &amp; Parks Board</b>	<i>ADOPTED BY COUNCIL ON:</i> <b>November 1, 1993</b>	<i>DATE AMENDED:</i> <b>February 13, 2017 May 9, 2016 November 16, 2015 February 9, 2004</b>

## Free Usage Policy – Community Service Organizations

### 1. Defining "Community Service Organization"

For the purpose of determining free usage eligibility, community service organizations are defined as a non-profit "or charitable" organization that is Melfort based, and has a majority of its members as Melfort residents. The organization must be involved with the effective provision of a service aimed at all or some of the City's residents.

### 2. Rationale

Community Service Organizations constitute a special user group in society. While the City of Melfort recognizes the important contributions that Community Service Organizations make to the community, the City must reassess its role in granting free facility usage.

To encourage the continued involvement of these organizations in their community-oriented endeavors, it is important that the City continue to support Community Service Groups through the granting of free facility usage under specified conditions.

The Department will propose a set of general criteria for assistance in determining if the groups are eligible to receive assistance. Subsidies to Community Service organizations will be restricted to either a reduction in the cost or free facility usage in City owned and operated facilities.

The Department staff will be able to give the group a decision on whether the request is granted or denied based on the following criteria:

### 3. Policy

#### 3.1 Criteria (conditions) for granting free facility usage:

- Programs/Services which are not eligible for funding from Federal or Provincial Government Sources, Regional or Provincial Recreation bodies.
- Programs/Services which complement but do not duplicate the City's involvement.

- Must be a direct program/service offered by a non-profit “or charitable” community group.
- No registration fee charged to participants of program/service. Except when the event raises money for a recognized charitable organization.
- Open to all residents if the residents wish to participate (no barriers). No admission fee and open to all interested individuals that qualify to attend.
- If free facility usage is granted, the contribution of the City of Melfort must be recognized.
- Free facility usage requests will be denied if requested on Statutory Holidays and unscheduled staff times.
- Free usage applies to facility rental only and does not include any extra fees (e.g. coffee service, corkage, linen, etc.). These extra fees will be chargeable back to the Community Service Organization.

### 3.1. Procedure

Requests (per event) must be submitted in writing by the Community Service Organization to the Community Services Department, 6 weeks prior to the event, outlining the following:

- Name of organization providing program/service
- Description of organization
- Description of program/service (detailed):  
objective, times, dates, facility and/or room requested
- Demonstrate financial need
- Description of how the event will benefit the community as a whole

The Department management staff will review the requests and make a decision based upon the criteria. If a request seems to be one that Department staffs have difficulty resolving, the request will be presented at the next Community Services Committee meeting for a decision.

Revenues will be transferred to the appropriate facility account and expenditures will be allocated to the Legislative Services, Facility Fee Waiver Account.

Any group, its members, or guests causing damages, whether accidental or malicious, to the facility and/or equipment will be held financially responsible for the repairs or replacement of such damage. Failure to pay for said damage will result in the termination of further rental reservations until such payment has been received.

### 3.2. Request for more than 1 day free facility usage:

For a request of more than 1 day or outside the scope of the Community Services Committee, the Department will present their recommendation to City Council on behalf of the Community Services Committee at a regular meeting of Council.

## 4. **Hardship Cases**

Requests for free usage that benefit a family will be granted under the discretion of council on a case by case basis. Factors that will influence the decision:

- Nature of the hardship to the family.
- The affected family and/or family members are residents of Melfort.

The definition of a hardship case is if an individual does not have the ability to provide for their family due to the following circumstances:

- (a) Loss of income by reason of leave of absence to care for an ill, disabled or aging family member;
- (b) Unexpected funeral costs of recent death of an immediate family member that has no other means to pay for it (i.e. life insurance, prepaid funeral);
- (c) Unexpected increases in necessary expenses related to caring for an ill, disabled or aging family member;
- (d) Experience of a fire, flood, or a disaster (either natural or human caused) that resulted in substantial damage to your property that was not covered by your insurance company.

## **5. Considerations**

That this policy supersedes any and all previous subsidization or facility fee waiver policies established by City Council.

**City of Melfort**  
**Community Services Department**  
**Free Facility Request Form**

Name of Organization: \_\_\_\_\_

Mailing Address of Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Description of Organization: Non-profit: Yes \_\_\_\_\_ No \_\_\_\_\_

Detailed description of events for which free facility usage is being requested: (objectives, times, dates, facility and/or room requested)

Demonstrate the financial need required: (how will free facility usage benefit the success of the event?)

Describe how the event will benefit the community as a whole:

**For Office Use Only:**

Management Recommendation prepared by: \_\_\_\_\_

\_\_\_\_\_ Recommended Free Use                      \_\_\_\_\_ Not Recommended

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved                      \_\_\_\_\_ Not Approved                      \_\_\_\_\_ Referred to Council

## **Criteria for Granting Free Facility Usage**

1. Programs or events which are not eligible for funding from federal or provincial government sources, regional or provincial recreation bodies.
2. Programs or events which complement but do not duplicate the City's involvement.
3. Must be a direct program or event offered by a non- profit community group or charitable organization.
4. No registration fee charged to participants of the program or event. Except when the event raises money for a recognized charitable organization.
5. Open to all residents if the residents wish to participate (no barriers). No admission fee (except as mentioned in point 4) and open to all interested individuals that qualify to attend.
6. If free facility usage is granted, the contribution of the City of Melfort must be recognized.
7. Free facility usage requests will be denied if requested on statutory holidays and unscheduled staff times.
8. Free usage applies to facility rental only and does not include any extra fees (e.g. coffee service, corkage, linen, etc.). These extra fees will be chargeable back to the Community Service Organization.

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