



**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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