

## FACILITY FEE POLICY

### PURPOSE

The Municipality of East Ferris operates and maintains facilities and parks, which are made available for community groups, businesses, and individuals to use for private gatherings, events, meetings, fundraisers, and recreational activities. This policy outlines the fees, charges, and the allocation of hall and boardroom rentals at the municipally owned facilities, such as the East Ferris Community Centre and the Corbeil Park Hall.

These facilities include:

East Ferris Community Centre	1267 Village Road, Astorville
Corbeil Park Hall	392 Highway #94
Soccer Field	392 Highway #94, Corbeil
Outdoor Rink	392 Highway #94, Corbeil
Beach Volleyball Courts	392 Highway #94, Corbeil
Tennis/Pickleball Court	1257 Village Road, Astorville
Tennis Courts	392 Highway #94
Memorial Park (Cenotaph)	1919 Highway #94, Corbeil
Vrebosch Park	392 Highway #94, Corbeil
MacPherson Park	1026 Macpherson Drive, Corbeil
Centennial Park	555 Centennial Cres, Corbeil
Quae-Quae Park	1164 Quae-Quae Road, Corbeil
Waukegan Park	228 Waukegan Road, Corbeil
Big Moose Park	60 Big Moose Road, Corbeil

The Council of the Municipality, through by-law, designates user fees for these facilities. (See attached for current by-law)

### PARKS/FACILITIES EXCLUDED FROM THIS POLICY

- Philip Brown Park – small neighbourhood park for the neighbourhood's use.
- Dugas Road - Lake Access – There is not a public area or picnic area that is suitable for group bookings.
- Boat ramps

### RECOGNIZED COMMUNITY GROUPS AND ORGANIZATIONS

The following organizations and the associated facility use practices as recognized over the years have been listed. The groups and the associated terms of municipal facility use are indicated below.

## **COMMUNITY NON-PROFIT GROUPS/ORGANIZATIONS MEETINGS**

The use of meeting rooms is made available to community non-profit groups/organizations, for their organizational meetings, up to 12 per year at no charge. This includes East Ferris groups such as East Nipissing Minor Hockey Association, Corbeil Ancestry Group, Knights of Columbus, Catholic Women's League, Memorial Park Committee, and East Ferris Carnival Committee. (Not inclusive, may be others)

## **COMMUNITY SERVICE ORGANIZATIONS**

There are a number of service groups and organizations utilizing municipal facilities that through their activities are recognized for their community contributions by special reduced fees for use of certain facilities and activities. They are as follows:

- **Corbeil Busy Bees, Catholic Women's League**

The Corbeil Park Hall fees are waived for rummage/penny sales, socials/suppers, and picnics.

- **Knights of Columbus**

The fees for the Corbeil Park Hall are reduced for breakfasts, suppers, and socials. The Club receives free use of the Corbeil Park Hall for its annual auction event where the proceeds are donated to an East Ferris project or service organization.

- **Club Action 50+ (formally Golden Age Club)**

The Golden Age Club is a local organization that provides socials and a variety of other activities for local senior citizens (55 and over) that utilize the Corbeil Park Hall at no charge for all activities in the hall, based on a subsidy from grant funding received by the Club. The rental fee for the Club is one half of all expenses for the hall annually including clean up charges to a maximum of ½ of their total elderly person centre grant. They also receive one free rental at the East Ferris Community Centre for their annual Christmas party.

- **Nosbonsing Curling Club**

The facility fee for use of the East Ferris Community Centre Hall for their annual fundraising event is a reduced fee based on a sliding scale.

A sliding scale of fees would be established and agreed upon between the Curling Club President and the Manager of Recreation and Facilities. This would be established prior to the event dependent on the event's anticipated revenues.

Example from 2017: If the event raises less than \$1,000, the fees for the rental would be waived. Then \$50 would go to the rental for each additional \$100 of revenue after the initial

\$1,000 until the full rental fee amount is reached.

- **Community Funerals and Celebrations of Life**

For the families of local citizens who pass away, the halls at the East Ferris Community Centre and the Corbeil Park Hall are made available to them free of charge for the family/community gathering. This is based on availability. The Corbeil Busy Bees and a group from St. Thomas D'Aquin Catholic Church in Astorville provide a lunch service to these families for the gatherings in the Corbeil Park Hall and East Ferris Community Centre Hall.

- **East Ferris Public Library**

The Library is an independent organization with its own board that is financially supported by the Municipality of East Ferris. The Municipality provides its meeting rooms, halls, and kitchens to the Library for its regular programs at no charge based on availability.

- **LEAD Team**

Use of the arena floor for one day per year for the annual flea market fundraising event with all proceeds going to the East Ferris Public Library.

- **St. Thomas D'Aquin Catholic Church**

Use of facilities at the East Ferris Community Centre for the annual Church Picnic event.

## **MUNICIPAL ACTIVITIES**

There will be no fees associated with meetings, events and programs conducted by the Municipality of East Ferris.

## **FACILITY TERMS AND CONDITIONS OF USE**

When a facility is requested and approved for use, the representative shall be required to abide by the terms and conditions of use for that facility (See Attached). An agreement outlining the facilities being used, user fees attached to the use, deposits and the terms and conditions of use shall be signed by the renter.

In the event that a paid rental request is submitted for use of the municipal facility, a "free" event may be cancelled or re-scheduled to another date to accommodate the paid rental. Every effort will be made to avoid cancellation. All regular terms and conditions of facility use apply.

## **INSURANCE**

As per our Terms and Conditions, all users renting a Municipal facility, must provide the Municipality with a copy of their certificate of insurance or have the option to purchase coverage through our *Municipal Facility User General Liability Insurance Program*.

For users or groups who receive the hall or meeting room at no charge, they are still expected to provide or purchase insurance.

For Community Funerals and Celebrations of Life for families of local citizens who pass away, the insurance fee will be waived.

## **SUMMERTIME PREMIUM**

Facility Rental Requests made by the General Public, outside of the community groups outlined in this policy, who wish to rent a Municipal Facility (halls, boardrooms) during weeknights or weekends in the Summer months (April – September) are subject to a “Summer Premium” rate.

The Summer Premium will be 25% of the rental rates for facilities booked in addition to the regular rental rate.

All weekend and weeknight requests, such as meetings, birthday parties, etc. during the Summer months (April – September), may be directed to the Corbeil Park Hall.

## **HOLIDAY RENTALS**

Municipal facilities may not be available for rent on the following holidays: Family Day; Thanksgiving Day; Christmas Eve; Christmas Day; New Years Eve and New Years Day.

Rentals on any other holidays may be charged a 25% holiday rental premium in addition to the regular rental rate.

## **REQUESTS FOR WAIVING/REDUCTION OF FACILITY FEES**

A community organization or group may request the waiving or reduction of facility booking fees, for events/activities that qualify under the evaluation criteria stated in this Policy. If the organization meets the criteria, they can complete an Application to Request to Waive/Reduce Fees for an event.

The Manager of Recreation and Facilities has the ability to approve/deny the waiving or reduction of fees up to \$500. If a fee is more than \$500, the request will be presented to the Recreation, Parks, and Culture Committee for review and a recommendation to Council for its consideration.

Recommendations may indicate a total, partial, or no waiving of associated fees.

In the event that a group wishes to appeal the Manager's decision, their request will be presented to the Recreation, Parks and Culture Committee for review. The decision of the Committee will be sent to Council for approval.

Requests that are sent to Council through the Recreation, Parks, and Culture Committee will recommend that in the case of waived/reduced fees, that the fees be covered through a donation from the East Ferris Municipal Council. The amount of the waived funds shall be allocated from Council's donation account and transferred to the Recreation and Facilities corresponding account for the appropriate facility revenues – an internal accounting to recognize the donation but also the department's revenue.

## **GENERAL GUIDELINES**

Applications for the waiver/reduction of fees will be assessed individually based on their own merit and compliance with this policy.

Organizations must comply with all municipal, provincial, and federal laws and regulations and provide proof of insurance as outlined in the terms and conditions of use.

Not for profit organizations may only receive one waiver/reduction of fees for one qualifying event per calendar year.

For fundraising events, all organizations must provide to the Municipality upon completion of the event a financial summary of the proceeds, name of benefitting organization and confirmation that the proceeds have been given to the organization.

Any organization that is approved for a fee reduction or waiving of fees will recognize the Municipality of East Ferris as sponsor of the event on any promotion of the event.

The Manager of Recreation and Facilities may waive fees to a maximum value of \$500. Requests of greater value must be presented to the East Ferris Parks, Recreation, and Culture Committee for review and a recommendation for Council's consideration.

The Council of the Municipality of East Ferris may at their discretion, through formal resolution approve a request for a reduction or waiving of facility fees.

In the event that the scope and nature of an event or an activity/program identified in this policy for waived or reduced fee changes/increases, the organizing group must apply through the East Ferris Parks, Recreation, and Culture Committee to waive the fees for that singular event.

For organizations and events that have been identified in this policy, in the event of a permanent increase in scope or magnitude, the event must be presented to the Committee to have the larger scope event included in this policy moving forward.

## CRITERIA

Waivers or reduction of fees **will be considered** based on the criteria listed below.

- a) Must be a not-for-profit or volunteer based organization that operates within the Municipality of East Ferris;
- b) Event/activity/function must occur within Municipal boundaries.
- c) Consideration of the financial impact on the municipality;
- d) Availability of the facility requested;
- e) Number of people reached by the request, the benefit to the community, and the significance of the event;
- f) Promotion of cultural, heritage, social, or well-being of the community;
- g) Organization has an established history of service to the community;
- h) Demonstration of financial need by producing current financial statements of their organization;
- i) Identification of fundraising efforts to date and explanation as to why fundraising to cover facility costs is not a viable option.
- j) Applicant must be in good standing with the Municipality with no outstanding fees owing.
- k) Did the organization fulfill their contractual obligations during previous events or programs?
- l) Event will not be charging an admission or participation fee.
- m) Event will not be serving alcohol.

**Waiver or reduction** of fees **will not** be considered for the following:

- a) Events of a religious or political nature;
- b) School activities that are already supported by school funds;
- c) Events with no tangible benefit to the community at large;
- d) Events that are for profit and/or are commercial in nature;
- e) Events that are contrary to the policies of the municipality;
- f) Third Party fees i.e. SOCAN, insurance, licenses and permits and fees not controlled by the Municipality of East Ferris will not be waived.

**Reduction of fees only** will be considered for events that include the following:

- a) Events where an admission or participation fee is charged to the public.
- b) Activities where alcohol is served

## PROCESS FOR APPLYING FOR WAIVING/REDUCTION OF FEES:

- a) If an event planner requests waiving of fees, the Manager of Recreation and Facilities will provide the event planner with an application for Request to Waive/Reduce Fees for an Event;
- b) The application must be submitted no later than three months prior to the event;
- c) The Manager of Recreation and Facilities will review and have the ability to approve/deny all applications for waiving/reduction of fees up to \$500;

- d) Any events with fees over \$500 who request waiving/reduction of fees are reviewed by the Recreation, Parks, and Culture Committee who will in turn make a recommendation to Council for their consideration.
- e) The Manager of Recreation and Facilities will notify the event planner of Council's decision.

## **POLICY REVIEW**

The Policy will be reviewed during the last year of each term of Council during the first quarter for changes/additions. The updated Policy will be sent to Council for their consideration.

Attachments:

Current Recreation Fees and Charges Bylaw  
Hall User Terms and Conditions  
Ice User Terms and Conditions