



Waiver and/or Reduction of Fee Request Application

Purpose

To provide a consistent approach in the approval and processing of the waiving or reduction of rental fees at municipal facilities the Town of Quispamsis has adopted the following Waiver and/or Reduction Fee Policy and Application. This policy recognizes that, in exceptional circumstances, there may be merit in the waiving of all or a portion of the facility fees for Quispamsis based non-profit community organizations or groups,

Successful applicants must agree to recognize the Town's contribution to their program or event, in all related public information, including print material, social media and newspaper.

Access to space is not guaranteed and will be reviewed on a yearly basis.

Requests will be considered within one calendar year at a time (i.e. within a given January 1st to December 31st period) and to a maximum of 40 bookings per year. Requests for use of space in different calendar years will require separate forms.

Requests will be approved based on availability of facility. Location will be determined by availability.

Staffing fees will apply to bookings outside of regular hours of facility operations that require staff support.

Liability insurance and all other requirements of the rental contract are the responsibility of the applicant. If the applicant does not have liability insurance it can be purchased for a nominal fee from the Town.

Organizations approved for waiver of fees must be flexible on location of Town donated space and be aware that a change in location may occur from time to time.

Eligibility

Eligibility will only be considered for non-profit or volunteer based organizations that operate within the Town of Quispamsis.

Eligibility will only be considered for programs, activities or events that contribute to the promotion of cultural, heritage, social, physical and mental well-being of the community or address a community need.

Only one (1) request per organization/group will be considered in a calendar year.

Applications may be for partial or complete waiver consideration.

When evaluating the waiving of facility fees Council will consider the following:

- (a) Financial impact to the Town;
- (b) Number of people reached by the request, the benefit to the Town, and the significance of the event or activity to the community;
- (c) Organizations with an established history of service to the community;
- (d) The activity meets a community development need, is a fundraiser in support of a Town asset, and is a priority of the Town;
- (e) Groups or networks of organizations serving Quispamsis residents needing a temporary location for planning meetings;

Waivers will not be considered for the following:

- (a) Groups of a religious or political nature;
- (b) Fundraisers or other events held to raise money in support of an individual, charity or other group;
- (c) Sport teams and associations;
- (d) Projects, activities or events that stand to make a profit for their organization or are commercial in nature;
- (e) Discriminatory activities or events that would incite hatred towards any group;
- (f) Activities or events that are unlawful;
- (g) Activities or events that are contrary to the policies of the Town of Quispamsis;
- (h) Private events such as a wedding, birthday or anniversary party;
- (i) Events or activities that are not open to the general public;
- (j) Projects or organizations that did not fulfil their obligations during previous events or activities for which facility fees were waived or reduced; and
- (k) Any other reason deemed unsuitable by the Director of Community Services.

Process

Community organizations or groups must complete the Waiver and/or Reduction of Fees Request Application available online at www.quispamsis.ca or in person at the Town Hall 12 Landing Court.

Applications must be submitted to the Community Services Department no later than October 1st each year for consideration with detailed documentation (the date for 2018 will be November 15th for this year only). Application forms received after this time will be processed accordingly; however, the applicant must assume responsibility for any consequences associated with delays in the confirmation/administration process.

The Director of Community Services will review all eligible applications and make recommendations to Council during the annual budget deliberations for requests valued at over \$500.

The Town Clerk will notify all applicants of Council's decision with regards to each waiver request once approval of the request has been confirmed.

In approving a request for the waiver and/or reduction of fees, the Town may impose such conditions or restrictions as it deems fit.

The waiving of fees does not include storage, set up or tear down. Additional fees for these services will be charged to the association if required.

Appeals

Any group who has been denied a waiver or reduction of fees for applications under \$500 may appeal the decision of the Director of Community Services by written letter to the CAO.

Any group who has been further denied a waiver of fees may appeal the decision of the CAO by appearing before Council to present their rationale for receiving a fee waiver.

Groups wishing to appear before Council must contact the Town Clerk for further information and instruction.

Town of Quispamsis staff will confirm details of application within 5 working days of submitting the application.

Facilities must be left in clean conditions, with no damage or the damage deposit will not be returned and the waiver of rental fees will be revoked.



Waiver and/or Reduction of Fee Request Application

Date(s) of Event/Program: _____
 Name of Event/Program: _____
 Applicant Organization: _____
 Registered Charity? Yes No # of Participants/Spectators: _____
 Non-Profit Number: _____ Fee for Participants: _____
 Event Location: _____ Est. Revenue: _____
 Time of Event: _____ Value of request: _____

Contact Information

Contact Person: _____ Daytime Phone: _____
 Mailing Address: _____ Cellular Phone: _____
 _____ Email: _____

Event Details

Event Description: _____

Does your event/program require additional support?:

Storage:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Garbage Cans:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Pylons:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Recycling Containers:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Barricades:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Bleachers:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Tables or Chairs: Tables # _____ Chairs# _____ NA _____
 Other (Please Specify): _____

Additional Comments: _____

**Required:

Payment of damage deposit (\$250), Proof of Insurance, & Signed Facility Rental Agreement

Signature: _____ Date: _____

*** Applications for 2019 are due by November 15th***

Submissions should be made to: Town of Quispamsis, 12 Landing Court, Quispamsis, NB E2E 4R2, or
 quispamsis.quispamsis.ca

For Office Use Only

Request Approved /Declined: _____
 Dates/Term Approved For: _____
 Staff Signature: _____