



**TOWN OF SAINT ANDREWS  
POLICY FOR WAIVING OR REDUCING FEES FOR USE OF TOWN  
OWNED RECREATION FACILITIES  
P-21-01**

**PURPOSE**

The Policy for Waiving or Reducing Fees for use of Town owned recreational facilities will assist in determining if rental fees for facilities may be waived or reduced for an organization requesting to book space. This policy has been developed to ensure consistency, equity, and transparency in addressing requests for reduction or waiving of fees for use of space. The following operating guidelines outline the process in applying for a Waiving or Reducing Fees at any Town owned recreational facility.

**SCOPE**

The Policy for Waiving and Reduction Fees will provide a clear understanding of the roles and responsibilities of the Municipality and User Groups while ensuring consistency through its application.

**ROLES AND RESPONSIBILITIES**

The Chief Administrative Officer or designate has operational jurisdiction over Town owned facilities and have the authority to approve or deny a proposed Fee Reduction or Fee Waiver request. The Chief Administrative Officer shall generally perform all the administrative functions under this Policy, and without limitation may:

1. Receive and process all applications for waiving or reducing fees.
2. Issue approvals for waiving or reducing fees in accordance with the provisions of this policy and applicable By-Laws.
3. Impose terms and conditions on approvals in accordance with this policy.
4. Refuse to issue an approval or revoke or suspend an approval in accordance with this policy.
5. Requests for use of space as approved under this policy will be accommodated within un-booked capacity within regular operating hours of facilities.

**PROCEDURE**

Certain community and recreation groups may be eligible to apply for a waiver or reduction of rental fees for use of community recreation facility spaces if they meet all the following conditions of eligible application:

1. Must be a non-profit organization, charitable organization, minor sport group or service club.
2. Preference will be given to organizations in the Town of Saint Andrews supporting residents and taxpayers.



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3. Must provide evidence that regular rental fees constitute a real barrier or hardship.
4. Activity meets a recreational or community development priority for the Town of Saint Andrews (physical activity, healthy living and eating, literacy, poverty reduction, community engagement or capacity building, fundraising, activities for under-served groups).
5. Activity does not duplicate an existing program or activity.
6. Activity is open to the public, or membership in the requesting organization is open to the public.
7. Activity must comply and conform with applicable legislation, Council policies and By-Laws, and is not contrary to law.
8. The request to waive or reduce fees may be approved for up to a maximum of 6 bookings within one calendar year, or in exceptional circumstances such further bookings as approved by the Chief Administrative Officer or designate.

**INELIGIBLE APPLICANTS**

1. Individuals or unincorporated community groups.
2. Commercial and for-profit organizations.
3. Organizations of political affiliation.
4. Organizations where the service component is conditional upon participation in the religious activities of the organization.
5. Educational institutions.
6. Organizations that did not fulfil their obligation during previous events or programs.

**INELIGIBLE ACTIVITIES**

1. An event or program that requires an admission fee.
2. Activities that were approved and funded through municipal grant programs or municipal operational funding that includes the costs of rental/lease of space.
3. Activities where alcohol is involved.



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**EXEMPTIONS**

1. Municipally sanctioned special events and other large scale special events that attract significant numbers of people and enhance tourism and the economy are excluded from this policy and will be considered on a case-to-case basis with respect to the waiving of any related municipal fees and municipal support.
2. Partnership agreements that are established between the Town of Saint Andrews and community partners related to joint programs, initiatives, and special events are excluded from this policy. Not-for-profit organizations that participate in partnership agreements may apply for a waiver for fees for activities that fall outside the agreement and that do not conflict with the terms of the partnership agreement.

**APPLICATION PROCESS FOR THE WAIVER OF FEES**

1. An organization wishing to utilize a municipal facility, park, and/or equipment for a program or event will submit a request for booking space and waiver of fees to the Chief Administrative Officer or designate.
2. The organization will include on the request the following information:
  - a. Contact information for the organization and applicant.
  - b. Brief description of the mandate of the organization.
  - c. Description of the event or program.
  - d. Confirmation checklist for the eligibility of the organization and the event and/or program.
  - e. Demonstration of public good and/or benefit to a vulnerable population.
  - f. A budget summary and description of the financial need for the waiver and the amount requested.
3. Town staff will confirm the availability of the facility, park, and/or equipment and provide this information to the Chief Administrative Officer.
4. Assessment of requests will be done by the Chief Administrative Officer or designate. Assessments will be based on the completeness of the request, the eligibility of the organization, and the proposed activities as articulated in this



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policy, the demonstration of community/public good and/or the benefit to a vulnerable group, and the organization's financial needs.

5. Applicants will be notified of the decision within fifteen calendar days of receipt of a completed request based on this policy. Once notified, confirmation of the booking by way of a signed permit is required within fifteen calendar days.
6. Allocations for waiving of fees will be reported to Council for information on an annual basis.
7. Requests for waive of fees will be assessed on a first-come first-serve basis.
8. The Town has the right to reschedule free room rentals for paid room rentals.