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Township of Cramahe Parks and Recreation Department Free Facility Request Form

Section 1: Free Usage Policy

1. Defining “Local Service Group”:

For the purpose of determining free usage eligibility, local service groups are defined as a volunteer non-profit organization that is Cramahe based.

Local Service Groups constitute a special user group in society. While the Township of Cramahe recognizes the important contributions that Local Service Groups make to the community, the Township 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 Township continue to support Local Service Groups through the granting of free facility usage under specified conditions.

The Department has created a set of general criteria for assistance to council in determining if the groups are eligible to receive assistance. Free Facility Usage at the Keeler Centre/Rotary Hall will be restricted to; one (1) waived free event per year, for one (1) day for each Local Service Group.

2. Procedure:

Requests must be submitted in writing by the Local Community Group on the attached **Township of Cramahe Parks and Recreation Department Free Facility Request Form**.

The **Township of Cramahe Parks and Recreation Department Free Facility Request Form**, must be submitted to the Manager of Parks, Recreation and Facilities two (2) month prior to the event date requested by the Local Community Group, to allow council to have the appropriate time to review the request form, prior to the event taking place.

3. Considerations:

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

Section 2: 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 Municipality's involvement.
3. Must be a direct program or event offered by a volunteer non-profit community group.
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 is granted, the contribution of the Township of Cramahe must be recognized.
7. Free facility usage request will be denied if requested on statutory holidays.
8. Free Facility Request form submitted to the Manager of Parks, Recreation and Facilities two (2) month prior to the event date requested by the Local Community Group.
9. Free Facility usage is approved by Council.
10. Free Facility Request Form must be filled out or requested at the time of signing the facility rental agreement.

Section 3: Township of Cramahe Recreation and Parks Department Free Facility Request Form

Name of Organization: _____

Mailing Address of Organization: _____

Contact Person: _____ (Print Name)

Phone Number: (H) _____ (C) _____ (W) _____

Email Address: _____

Description of Organization: _____ Non-profit: Yes _____ No _____

Detailed description of events for which free facility usage is being requested:
(objectives, 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:

Date of Application: _____

Free Facility Usage Date Requested: _____

Event Name: _____

Time of Event: _____ to _____

Authorized Representative (Print)

Authorized Representative (Signature)

Office Use Only

Application Submitted to Council Date: _____

Application Approved By Council: Yes _____ No _____

Application Date Approved By Council: _____

Mayor's Signature

CAO Signature