



Purpose:

The Township of Zorra recognizes the importance of assisting community organizations/groups with affordable facilities for community events. This policy outlines the process in applying for a fee waiver or reduction of Township facility rental costs along with prescribed reduction amounts.

Definitions:

Service Clubs: a not-for-profit organization based in Zorra Township where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations and township initiatives.

Minor Sports Organization: Shall include Minor Hockey, Skating Clubs, Sledge Hockey etc.

Criteria for Eligibility as a Minor Sport Organization:

1. be a non-profit
2. be guided by a constitution and bylaws governed by a Board of Directors.
3. actively providing a program of activities for children 19 years and younger.
4. at least 40% of registrants that are 19 years and younger within the group must be residents of the Township of Zorra

Policy:

1.0. Administration

1.1. The Township of Zorra's Recreation Department is responsible for the implementation of this policy as outlined.

2.0. Fee Reduction

2.1. Eligible groups will be granted a 20% fee reduction if they meet the outlined criteria, apply for the reduction at time of booking and are bound by conditions of this policy.

2.2. To qualify for a fee reduction the following criteria must be met by the renting party:

- (a) Must qualify as a Not for Profit/Charitable Organization, Minor Sport Group or Service Club;
- (b) Must be based in the Township of Zorra; and
- (c) Application forms must be accompanied by a letter requesting the discount on the respective organization's letterhead and signed by an executive member of the organization

2.3. The following conditions apply to this Fee Reduction Request:

- (a) Applies to new bookings only
- (b) One-time rentals must complete and submit application form at the time of booking



- (c) Re-occurring groups can submit the application form annually at the beginning of each calendar year for approval
- (d) The permit holder cannot sublet to other persons or groups
- (e) Rental times that are already discounted will not be eligible
- (f) Discount applies to community centre halls, kitchens and meeting rooms only
- (g) Be subject to all municipal policies and procedures for facility rentals including, but not limited to the Municipal Alcohol Policy

3.0. Fee Waivers

3.1. To qualify for a Fee Waiver the following criteria must be met:

- (a) The purpose of the rental be for a fundraiser where all proceeds raised go directly towards a pre-approved Township project
- (b) Must qualify as a Not for Profit/Charitable organization, Minor Sport Group or Service Club
- (c) Must be based in the Township of Zorra
- (d) Application form must be accompanied by a letter requesting the waiver on the respective organization's letterhead and signed by an executive member of the organization

3.2. The following conditions apply to this Fee Waiver Request:

- (a) Applies to new bookings only
- (b) Applicants must complete and submit application form at the time of booking
- (c) Permit Holder cannot sublet to other persons or groups
- (d) Discount applies to community centre halls, kitchens and meeting rooms only
- (e) Be subject to all municipal policies and procedures for facility rentals including but not limited to the Municipal Alcohol Policy

3.3. Township of Zorra committees, subcommittees, and task forces qualify for fee waivers provided that the purpose of the rental be:

- (a) To hold a meeting for the committee, subcommittee, or task force,
- (b) For fundraising purposes whereby proceeds raised go directly towards a pre-approved Township project,
- (c) For other Township-sanctioned events.

4.0. Exemptions

4.1. Does not apply to bookings of sports fields or arena bookings for ongoing use.

4.2. All expenses beyond the facility rental fee remain the responsibility of the permit holder e.g. insurance premiums, special occasion permit fees or security services.

5.0. Service Clubs



5.1. Service Clubs based inside Zorra Township will be eligible for one free booking per calendar year. This rental is not to exceed the banquet rate found in the Recreation Rates and Fees schedule.

6.0. School Use

6.1. Each public school located inside Zorra Township be granted the use of the arena ice for 6 hours of non-prime ice per season free of charge.

Appendices:

APPENDIX A: FEE WAIVER OR REDUCTION APPLICATION FORM

Departments affected:

Recreation.

Next revision date: (every five years)

February 2028.

Accessible Formats:

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.



Fee Waiver/Reduction Application Form Recreation Department

Organization or Group: _____

Contact Person: _____ Title: _____

Mailing Address: _____

Phone Number: _____ Cell: _____

Email Address: _____ Charitable Registration # _____

1. Type of request: 20% Fee Reduction or Fee Waiver

2. Purpose/Type of Event: _____

3. Facility: _____

4. Date: _____ Time of Event: _____

The following criteria must be met to be eligible for this discount:

1. Must qualify as Charitable organization, Service Club or Minor Sport Organization
2. Must be based in the Township of Zorra
3. Application forms must be accompanied by a letter requesting the discount on the organization's letterhead and signed by an executive member of the organization

Conditions:

- For new bookings only
- One-time rentals must complete and submit application form at the time of booking
- Re-occurring groups can submit annually at the beginning of each calendar year for approval
- Permit Holder cannot sublet to other persons or groups
- Rental times that are already discounted will not be eligible
- Discount applies to community centre halls, kitchens and meeting rooms only

Requests to be submitted to:

Zorra Recreation Staff

Fax: 519-485-2520

booking@zorra.ca

or submitted to either arena

For more information please contact

Matthew Brown, Director of Recreation and Facilities

mbrown@zorra.ca or 519-485-2490 Ext. 7243