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**POLICY NUMBER:** 15-7900-1

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**REFERENCE:**

Fee Structure for Facility Use

**ADOPTED BY:**

Council  
June 23, 2015

**AMENDED DATE:**

N/A

**SUPERSEDES:**

New

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**DEPARTMENT:**

Parks & Recreation

**EFFECTIVE DATE:**

June 23, 2015 – June 23, 2016

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**Policy Statement:**

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The District of Ucluelet relies on fees and other charges to offset the cost of certain services. These fees and charges are a vital part of District revenues and help in reducing the amount of taxation that would otherwise need to be collected to fund the services.

Conversely, the Council of the District of Ucluelet recognizes and values the important work done by non-profit organizations and the contributions made to the community by individuals and local businesses.

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**Principles:**

Current practice for facility bookings is to track them in the District's financial system whether a fee is charged to a user or not.

Groups seeking relief on paying fees must make application to the Parks & Recreation Department to assess need; this allows the Parks & Recreation Department to determine a group's ability to pay the fee and/or direct costs associated with using the facility. The following options for the waiving or reducing of fees for facility use will be identified on the Facility Usage Form:

1. Where an organization is deemed to have the ability to pay, the District will not waive or reduce fees and other charges.
  2. Where an organization does not have the ability to pay, the District will waive the fee and charge a cleaning fee and other direct costs associated with the use of facility.
  3. The Director of Parks & Recreation may reduce the fees on long term or high use rentals.
  4. This policy will be reviewed annually.
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**Attachments:**

- Facility Usage Form

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Mayor Dianne St. Jacques  
District of Ucluelet



# UCLUELET PARKS & RECREATION FACILITY USAGE

## APPLICATION FORM

### Organization Information

Organization Name:	
Contact Name:	Email:
Home Phone:	Cell Phone:
Mailing Address:	

Are you able to hold your event/program without waiving the fee? Yes  No

Would you be able to afford half of the fee? Yes  No

Is the facility request for a fundraising event and, if so, what is the fundraiser for?

Would you be interested in volunteering opportunities within the department? Yes  No

*Please note that the application is not contingent on volunteering, but is always appreciated.*

**Please check all that apply:**

Profit	
Non-Profit	
Charity (registered)	
Community Group	
Fundraising	

**Facility Request:**

- All additional direct charges must be covered by the applicant (cleaning, etc.)
- Damage deposit may be required.
- We reserve the right to limit the number of waived fees for bookings.
- We reserve the right to bump a non-paying booking with notice.
- Facility requests are subject to availability of dates.

Facility Requested	Type of Event	Date(s) Requested	Amount Waived	Direct Cost Charges	Signature

*I, the undersigned, certify that all the information contained in this application is correct to the best of my knowledge. I am aware that the application will be considered by the Ucluelet Parks and Recreation Department and that all information contained in this application will be kept confidential.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

Please return completed & signed form  
to P.O. Box 999, 500 Matterson Drive,  
Ucluelet V0R 3A0.

For more information, please contact  
Abby Fortune, Director of Parks &  
Recreation: 250-726-7772 or  
afortune@ucluelet.ca

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Follow-up By

\_\_\_\_\_  
Date