



WAIVING OF RENTAL FEES IN COWICHAN LAKE RECREATION

Applicability: Community Services Department – Cowichan Lake Recreation Division

Effective Date: March 25, 2024

PURPOSE:

The intent of this policy is to provide a consistent approach when considering requests for waiving or reducing rental fees at the four Cowichan Lake Community Halls, and Cowichan Lake Sports Arena, which fall under the responsibility of the Cowichan Lake Recreation (CLR) division. These requests will only be considered for groups who meet the criteria outlined in this policy.

DEFINITIONS:

- 1. Not-for-Profit / Non-Profit Organization** (also known as “Societies”):
 - a. Independent, democratic organizations that are required to comply with the Societies Act and their own constitution and bylaws.
- 2. Community Group:**
 - a. A group of individuals who are organized to work for the common good of a neighbourhood or cause.
- 3. Fundraiser:**
 - a. An event where 100% of proceeds are being donated to a specific cause.

POLICY:

This policy is intended to guide the consideration of waiving or reducing fees in the Community Halls, when requested by event organizers and members of the public.

Requests for waived or reduced fees must be submitted in writing to the Cowichan Lake Recreation Commission (CLRC) at least two weeks prior to their next regular meeting. The request will be considered as an item of Correspondence on the meeting agenda.

Requests for the waiving or reduction of rental fees in a Community Hall for events will be considered if they meet the following criteria:

1. Waived rental fees will only be applicable to Not-for-Profit organization/societies;
2. Events with waived rental fees must be offered free of charge to all residents of the Cowichan Lake area, and the request for voluntary contributions is permitted;
3. Events with waived fees must not conflict with programs or events run by CLR;
4. Dates for events with waived rental fees are subject to change should a revenue-generating opportunity come available for CLR, unless it is within a 60-day timeframe;
5. Third party liability insurance and outside agency licenses are still required for events with waived rental fees, as per the CVRD Facility Rental Insurance Requirements Policy;
6. The organizers of events with waived rental fees will be responsible for all extra set up fees; and
7. Requests for waived rental fees must be approved by the CLRC.

Requests for the waiving or reduction of rental fees for a Fundraiser in a Community Hall will be considered for a 40% discount of rental fees if they meet the following criteria:

1. A discounted rate of 40% be applied to groups who are fundraising for a specific cause.
2. There is no revenue generated from the rental that would result in a profit to the organizing group.
3. Events with waived fees must not conflict with programs or events run by CLR;
4. Dates for events with waived rental fees are subject to change should a revenue-generating opportunity come available for CLR, unless it is within a 60-day timeframe;
5. Third party liability insurance and outside agency licenses are still required for events with waived rental fees, as per the CVRD Facility Rental Insurance Requirements Policy;
6. The organizers of events with waived rental fees will be responsible for all extra set up fees;

Request for the waiving or reduction of rental fees for meetings or programs will be considered if they meet the following criteria:

1. Programs are in partnership with CLR and facilitated by a community organization.
2. Service group or organization must be from the Cowichan Lake area.
3. Meeting must not conflict with programs or events run by CLR.
4. Dates for meetings with waived fees are subject to change should a revenue-generating opportunity come available for CLR, unless it is within a 7-day timeframe.
5. Third party liability insurance and outside agency licenses are still required as per the CVRD Facility Rental Insurance Requirements Policy.
6. Service groups or sports organizations may request to book one meeting per month at no cost.