

# **Funding of Requests for Reduction or Elimination of Facility Rental Charges**

**Policy Number: 71/570.01 (05)  
Adopted: Mar 28/05**

## **Facility Fee Subsidy Grant**

### **Intent**

The intent of the Facility Fee Subsidy Grant is to provide a small source of funds to assist in situations where the costs of the Town's facilities are a financial burden to a group or organization.

### **Application Process**

Applicants are to provide a written request at least three months prior to the event and provide the following information to assist Town Council in the decision making process:

1. The mandate of the organization
2. The number of members in the organization
3. The benefit of the event to the community and/or the organization
4. Alternative sources of funding that have been sought
5. A budget outlining the revenues and expenditures for the event and a statement of revenues and expenditures for the previous year in the case where it is an annual or reoccurring event
6. The amount being requested

### **Guidelines**

Guidelines that may be considered in the determination of funding

1. Local organizations with the majority of the membership residing in the Town of Lacombe

2. Preference be given to youth oriented events
3. It can be demonstrated that facility fees are creating a burden to the group or organization
4. Any proceeds from the event must stay in the community
5. Provincial hosting of events may be considered when organizers are prevented by association rules to levy a registration or tournament fee to help offset the costs
6. The organization has a limited ability to raise funds by other means.
7. Depending on the magnitude and available funds at the time of application, all or a portion of the request may be considered.

Organizations are to be encouraged to submit suggestions for projects that they would be willing to undertake to assist the Town's operations that would be services rendered in exchange for the rental fees for the facility. Examples of projects that could be undertaken are picking weeds at the nursery, garbage pick up at Michener Park, Kinsmen Park or designated neighbourhood parks.

The reduction or elimination of fees in such situations will be allocated twice yearly, administered by the Recreation Board. Their decision is final.

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Mayor

DATE: Mar 28/05

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Chief Administrative Officer

RES: 05-130