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## **FACILITY BOOKING DISCOUNT POLICY**

**POLICY NUMBER: 154-RC-14**

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Approval Date: February 25, 2014

Revise Date: October 4, 2022

Motion Number: CM20140225.1004

Repeal Date:

Supersedes:

Review Date: October 4, 2022

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### **1.0 Policy Intent**

The City of Cold Lake offers facilities for a variety of recreation, culture, leisure and sporting opportunities for residents and visitors. This Facility Booking Discount Policy will provide a framework for the Recreation Department which will ensure that community facilities are affordable to not-for-profit organizations.

### **2.0 Purpose**

The purpose of the Facility Booking Discount Policy is to:

- 2.1. Establish a consistent sponsorship/discount structure applicable to all eligible Not-For-Profit groups renting City of Cold Lake facilities for community special events.
- 2.2. Provide a policy that is easy for administration to implement.
- 2.3. Provide a policy where all not-for-profit groups are treated equitably and one off decisions regarding sponsorship in the form of fee reductions are reduced or eliminated.

### **3.0 Policy Statement**

#### 3.1. Definitions

- 3.1.1. "Not-for-Profit Organization" is an association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. For the purpose of this policy it may include Canada Revenue Agency Registered Charities. No part of the organization's income can be payable to, or available for the personal benefit of any proprietor, member, or shareholder.
- 3.1.2. "Special Event" is any non-athletic event which requires setup and teardown uncommon to normal operational usage of a community recreation facility.

- 3.2. Facility Special Event Rental Fees
  - 3.2.1. Special Events booked by Not-for-Profit Organizations within City of Cold Lake facilities, in accordance with the appropriate facility booking policy, will be levied an automatic 50% fee reduction to the total booking fee (including time for set-up, event and tear-down).
  - 3.2.2. The 50% fee reduction to the booking fee will also apply to the extended hour facility booking charge and other related special booking charges where appropriate.
  
- 3.3. Equipment Rental Fees
  - 3.3.1. Equipment booked for Special Events by Not-for-Profit Organizations within City of Cold Lake facilities, in accordance with the appropriate facility booking policy, will be levied a 50% fee reduction to the equipment rental fee where such equipment is available within City of Cold Lake resources.
  - 3.3.2. Where the City of Cold Lake is required to rent additional equipment 100% of the fee for excess equipment will be charged to the Not-For-Profit organization (i.e. a requirement for more chairs than available onsite).
  - 3.3.3. Where the City of Cold Lake incurs additional direct costs from a third party for the use of equipment, 100% of the cost of this equipment will be charged to the Not-For-Profit organization (ie. laundering linens).
  
- 3.4. Sporting Events
  - 3.4.1. This policy acknowledges that Minor/ Junior Sport Organizations and Educational Institutions receive a reduced rate for athletic activities/ competitions that is competitive to that provided in this policy. Therefore, this discount policy will not be applied to athletic events/sporting competitions.
  
- 3.5. Civic Responsibilities
  - 3.5.1 This policy acknowledges the requirement to meet certain civic responsibilities.
  - 3.5.2 A 100% fee reduction for facility booking and equipment fees will be applied to City of Cold Lake Remembrance Day ceremonies.
  - 3.5.3 Additional civic events may be provided a 100% fee reduction at the discretion of the Chief Administrative Officer.
  
- 3.6. Additional Fee Reductions
  - 3.6.1 Where an event is considered to:
    - 3.6.1.1. have considerable benefit to the economic, social or recreational needs of the residents of the community; and

- 3.6.1.2. the benefit extends beyond that shared by members of the organization or those in attendance at the event; and
    - 3.6.1.3. the organization wishes to apply for an additional reduction in fees, they are permitted to apply to Cold Lake Community Grant Advisory Committee for a further reduction.
  - 3.6.2. The approval of an additional fee reduction is at the discretion of Council.
  - 3.6.3. Approval of an event in one year does not warrant approval in subsequent years.
- 3.7. Acknowledgement of Contribution
  - 3.7.1. Receipt of the fee reduction shall be considered a sponsorship by the City of Cold Lake towards the Special Event.
  - 3.7.2. The City of Cold Lake shall receive acknowledgement of the sponsorship equal to that of the value of the fee reduction or as otherwise agreed upon by the CAO or his/her designate.

#### **4.0 Managerial Guidelines**

- 4.1. This policy applies to the fees charged for qualified Not-For-Profit Organizations only. It provides no guarantee of available space or priority outside that identified in the appropriate booking policy.
- 4.2. Proof of Not-for-Profit Status
  - 4.2.1. All Not-for-Profit Organizations who wish to have their fees reduced must provide proof of their status as a Not-For-Profit Organization prior to the event. If this is not received prior to the event date the full booking and equipment fee will apply.
  - 4.2.2. Proof of Not-for-Profit Status could include one of the following:
    - 4.2.2.1. Charitable registration number;
    - 4.2.2.2. Societies Act Registration number;
    - 4.2.2.3. A copy of the Constitution and By-Laws governing the Not-for-Profit Organization including a current list of Board of Directors; or
    - 4.2.2.4. Another form of documentation as approved by the General Manager of Community Services.

#### **5.0 References**

- Recreation User Fee Policy #197-RC-16
- Arena Use and Ice Allocation Policy #151-RC-13

- Energy Centre Fee, Membership, Registration, and Booking Policy #131-RC-11
- Cold Lake Golf & Winter Club Fee, Membership, Booking & Operation Policy #146-RC-13

**6.0 Persons Affected**

- Local Not-for-Profit Organizations
- General Public
- City of Cold Lake Community Services Department

**7.0 Revision/Review History**

Amended October 13, 2015

Amended October 4, 2022

- Section 3.6.1.3 – Replaced “council” with “Cold Lake Community Grant Advisory Committee”
- Section 5.0 References – Replaced Recreation User Fee Policy “#130-RC-11” with “197-RC-16”

*Oct. 24, 2022*

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Date

*Oct 24 2022*

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Date

*JM*  
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Chief Administrative Officer

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Mayor

