



Town of Shelburne

Guidelines for Requests to Waive Rental Fees

Purpose

The Waiving of Rental Fees Program is to provide financial relief to registered non-profit groups, organizations (an organized body of people with a particular purpose, such as a business, society or association) and individuals who can demonstrate that they can deliver programs, events or activities, that the Town or its organizations already supported by the Town, would not normally provide and that could benefit all residents of Shelburne.

Objective

To provide an objective means for responding to requests for waiving of rental fees from registered not-for-profit community organizations, individuals or groups and establishing criteria guidelines and a formal request process to follow.

Criteria

These criteria have been established to aid in responding to not-for-profit groups, organizations or individuals requesting fees to be waived. However, meeting all criteria does not guarantee that fees will be waived.

- Only requests from registered not-for-profit groups, organizations and individuals will be considered
- Organizations must be not-for-profit; service oriented; and structured so as to confer no benefits to its members
- Maximum value of fees to be waived is \$500 per request– requests with a value greater than \$500 must be referred to the Municipal Grant Funding Program
- Fees will not normally be waived on a retroactive basis, e.g., after an event has occurred
- The request must address a community need, respond to an under-served demand, or contribute to the Town's overall positive image
- Benefit to the community/public good is demonstrated
- Event/Activity/Function must occur within the Town boundaries
- Funding will not be provided to organizations that charge the public an admission, entrance or registration fee
- Fees will not be waived to support regular program costs, i.e. field rentals, etc.
- Funding will not be provided to organizations that have an overdue amount owing to the Town

Process

Request for Waiving of Rental Fees must be submitted to the Clerk's office by 12:00 pm on the Wednesday prior to a Council meeting jwilloughby@shelburne.ca or Town of Shelburne, 203 Main Street East, Shelburne ON L9V 3K7.

****Requests are approved or denied at the discretion of Council. ****