

CITY OF AIRDRIE

Waiver of Facility User Fees

Effective Date: September 21, 2010 Revision Date: _____
 Approved By: City Council Resolution #: _____
 Approved On: September 29, 2010
 Resolution #: 2010-C-281

PURPOSE:

The purpose of the policy is to consistently assess and approve at an administrative level individual and community requests for the waiver of City of Airdrie facility user fees against established criteria to ensure community benefits that align with Council's vision.

SCOPE:

This policy covers the criteria, definitions and guidelines established to determine eligibility for waiver of facility user fees. To be eligible to receive a waiver of facility user fees, the applicant must be one of:

- = Local – any group of which 75% of registered participants reside in the City of Airdrie limits.
- = Youth – Any person under 18 years of age or any group where the majority (75%) of the people are under 18 years of age (including school functions).
- = Not-for-profit Organization - A not-for-profit organization is an incorporated (under Alberta Corporate Registry) association, club, or society. The group must be in good standing with Corporate Registry and the City of Airdrie.

OBJECTIVE:

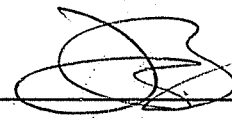
- 1) Establish criteria to determine eligibility for waiver of facility user fees. The eligibility criteria will align with outcomes that support Council's vision and benefit the community in some direct measureable way.
- 2) Define the process Administration will apply to approve a request for waiver of facility user fees.

CRITERIA:

- 1) An event or celebration that Council has initiated and provided support for the use of the facilities at no charge or;
- 2) The event enhances community pride, spirit and provides a direct benefit to the community as a whole.

POLICY:

This policy is to be read in conjunction with the Waiver of Facility User Fees Guidelines



Mayor



City Clerk

CITY OF AIRDRIE

Guidelines for Waiver of Facility User Fees

Effective Date: September 21, 2010 **Revision Date:** _____
Approved On: September 20, 2010 **Approved By:** City Council
Approved On: _____ **Resolution #:** 2010-C-281

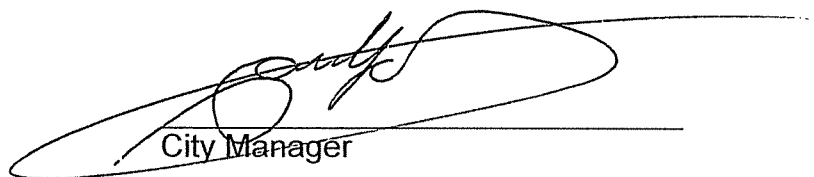
GUIDELINES:

The following guidelines are to be followed when requesting a waiver of facility user fees.

A written request for the event is to be submitted to Facility Administration a minimum of 60 days prior to the event date or, in special circumstances, as soon as the event is being contemplated by the organizing body. The event can be booked and confirmed.

Requests would include:

- A profile of the requesting group/society.
- A copy of the applicant's letter of good standing with Corporate Registries.
- A description of the event, including anticipated participation levels and the origin of participants.
- Explanation as to how the event will build community or provide assistance to a local community program or group.
- A budget for the event and a list of other community sponsors.
- Eligible applicants shall only be granted one fee waiver over a twelve-month period.


City Manager