

# CORPORATE POLICY



Policy Title: **Facility Rental Discount Policy**  
Policy Category: **Municipal Services**  
Policy No.: M-001  
Department: Community, Culture and Recreation Services  
Approval Date: September 10, 2012  
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Author: Amy Ross  
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Related Documents/Legislation:

Key Word(s):

## **POLICY STATEMENT:**

The City of Waterloo strives to provide access to facilities for a wide variety of programs that are available to the community. The Facility Rental Discount (FRD) Policy provides reduced facility rental rates to support programs for youth, older adults and people with disabilities. This support reduces the financial impact for affiliated community groups enabling them to provide a variety of sport and recreation opportunities to the community; eligible groups may access facility space at a 50% reduced rate.

## **PURPOSE:**

FRD is a community investment. Providing reduced rental rates to eligible community groups facilitates opportunities for a variety of affordable recreation based programs and experiences to the community. The benefits of this type of investment include, but are not limited to:

- health and well-being
- participation and active living
- youth engagement and opportunities for seniors
- skill development
- community development
- maximizes use of municipal publicly funded space/facilities
- increases variety and spectrum of programs and services

## **DEFINITIONS:**

Affiliated – a community organization that has entered into a formal relationship with the CCRS Department to support a mutual interest to provide recreation, sports, arts/culture/heritage, festivals and neighbourhood programs and services, in accordance with CCRS Department goals.

**Mandatory Policy, *Municipal Act*: No**  
**Policy Administration Team, Review Date** \_\_\_\_\_  
**Corporate Management Team, Review Date** \_\_\_\_\_

Eligible groups – those affiliated organizations that provide programs to youth and seniors through recreation, leisure, sports, neighbourhoods, arts, culture or heritage.

In good standing – an affiliated organization whose financial status is up-to-date, abides by the terms of their Service Agreement, adheres to policies of their governing body, maintains safety guidelines, supports City of Waterloo behavior guidelines

Older Adults/Seniors – Waterloo citizens age 55 years and over.

Youth – Waterloo citizens age 18 years and under.

**SCOPE:**

The FRD Policy principles align with the City of Waterloo Corporate Strategic Plan, Community, Culture & Recreation Services (CCRS) Master Plan, CCRS Service Delivery Policy and the CCRS Community Investment Strategy.

**POLICY COMMUNICATION:**

This Policy is available on the City website and will be provided to affiliated groups through their Service Agreement.

**POLICY:**

The City of Waterloo provides public resources to eligible groups that support and improve opportunities for youth and older adults in recreation, leisure, culture, arts and heritage programs that improve the quality of life for City residents.

This policy supports broad-based public opportunities that enhance quality of life. It recognizes the need for unique supports for groups based on the nature and scope of their programming. Planning for significant changes to facility access and/or the FRD rate is managed through the budget process.

Sports programming provides recreation based benefits for Waterloo residents. For sports-based programs, facility rental discount eligibility is based on age classifications as defined by provincial standards, regardless of local registration practices. This approach provides clear parameters around FRD eligibility and helps align application of the subsidy to support youth 18 years and under. In general terms, it also aligns support with recreational as opposed to competitive skill development programs which helps ensure the sustainability of FRD. Sport programming offered specifically for older adults (55 years and over), is also eligible for FRD.

Neighbourhood programming provides community development benefits and a sense of belonging for Waterloo residents. Since neighbourhood-based programs are less structured than sport activities, FRD eligibility is determined by the intent of the programming and includes any programs and/or services directed towards family, children or older adults. Adult-specific programs are not eligible.

Arts, Culture and Heritage Group programming is determined in the same manner as neighbourhood programs.

Groups providing programs directly for persons with disabilities are eligible for FRD. No age restrictions apply.

**Eligibility Criteria:**

The following criteria reflect the requirements for receiving a 50% FRD rate:

**1. Eligible Groups**

- Eligible groups must be affiliated in good standing with the City of Waterloo and their facility rentals must directly benefit Waterloo residents
- The FRD rate will apply only to eligible age groups who offer specific programming targeted at youth, older adults and/or people with disabilities

**2. Eligible Activities**

- Facility rental activity must reflect and support the primary intent of the eligible group
- Facility rentals for sport programs must be for programs intended for youth, older adults and people with disabilities, as defined by provincial standards. At the time of booking, groups must identify the facility request that applies to eligible FRD age groups.
- Specific programming must take place in City of Waterloo facilities including:
  - Ice
  - Sports fields
  - Field house
  - Gym/Floor
  - Meeting Rooms
  - Pools
- Staff time charges are not covered by FRD.
- Equipment rental costs are applied according to the current Fees & Charges ByLaw.
- Equipment rentals provided by a third party provider are not covered by FRD.
- Facility rental requests for large scale and/or infrequent events (such as National or International Tournaments) may be referred to the CCRS Directors Team to be booked and negotiated under a Special Event Agreement. FRD may or may not apply. Allocation staff will advise their Manager of any rental requests that should be referred to the CCRS Directors Team.

**Recognition:**

The City of Waterloo provides a variety of in-kind support to affiliated organizations. Recognition of this support should occur through use of the City of Waterloo's logo on affiliated organization's marketing materials, alongside traditional sponsors.