



Title: Fundraising Group Rental	Internal/ External
Department: Recreation and Leisure	Policy Number: RL 002
Approval Date: December 17 th , 2013	Implementation Date: December 18 th , 2013

BACKGROUND

The Town of Paradise Recreation and Leisure Department receives a number of inquiries for facility rental, including for fundraisers. This policy is to be followed in conjunction with the Town *Facility Rental Policy*.

This policy was approved by Council on Tuesday December 17th, 2013.

PURPOSE/OBJECTIVE

The purpose of this policy is to outline what is required of non-profit groups wishing to rent recreation facilities.

DEFINITIONS: n/a

POLICY STATEMENT

This policy applies to all groups wishing to use Town Recreation Facilities for the purposes of fundraising. Non-profit groups will be allotted a one-time free rental per year once they have provided a letter to the Town.

Please Note:

The transfer of funds will still be carried out the same way by the renter paying the applicable rental fee and the town donating the money back from the town's donation policy.

The letter should include:

- Name of group with background,
- What they are fundraising for,
- What facility they wish to rent ,
- The date and times needed for rental.

Non-profit organizations will be granted free facility rental once this letter is reviewed.

REVIEW: This policy will be subject to review one year following implementation.

Chief Administrative Officer: *Rebecca Connolly* Date: *Jan 7/14*