

## Reimbursement of Facility Rental Fees

Approved By: Council  
Approval Date: April 19, 2011  
Effective Date: April 19, 2011  
Revision Date:  
Reviewed Date: April 18, 2017

### Policy Statement

This policy shall provide for the process of  
Reimbursement of Facility Rental Fees.

**Purpose:** This policy shall provide for the process of Reimbursement of Facility Rental Fees.

**Application:** This policy shall apply to all groups and members of the public requesting reimbursement of Facility Rental Fees.

**Definitions:** None

**Exclusions:** None

**References & Related Policies:** None

**Consequences of Non-Compliance:**

Failure to comply with this policy may result in members of groups and the general public not being reimbursed facility rental fees.

**Review Cycle:** This policy shall be reviewed as required by the Manager of Recreation Facilities in consultation with the C.A.O.

## Procedures

The following steps shall be adhered to in order to implement this policy:

That the Parks and Recreation staff will receive any requests for refunds of rental fees as follows:

1. That the full rental fee shall be paid in full prior to the event.
2. That a full report including revenue and expenditures for the event be provided by the renter after the event;
3. That Parks and Recreation staff shall provide a report on our revenues and expenditures for the event (bar, etc.)
4. That a written request for reimbursement for the full or a portion of the rental fee (paid in advance) be forwarded to the Township;
5. That only requests from service clubs or groups based within the Township shall be considered for reimbursement of rental fees;
6. That only events held to benefit families residing in the Township or that have a strong family connection to the Township that have suffered from a tragedy or where there will be a direct benefit to the community as a whole, will be eligible for consideration for reimbursement of rental fees or portion thereof;

After the above items have been completed, Parks and Recreation staff will prepare the necessary reports for the event and provide council with a report with a recommendation on the request. When the request for a refund goes before Council, the requestor will be asked to attend to speak to the request.