

	Town of Qualicum Beach	Policy Manual
	Subject: Buildings and Grounds – Community Hall and Civic Centre Rental Rates - Subsidized Rentals	
	Policy Number: 4004-1a	

Purpose

This policy is to establish controls and a clear process to apply for the subsidized use of the Town of Qualicum Beach Civic Centre and Community Hall facilities.

Policy

In granting subsidized rental assistance to an organization, the Town of Qualicum Beach will take into account the following objectives:

1. The primary purpose of a subsidized rental is to provide rent relief assistance to an organization for a specific event that benefits residents of Qualicum Beach.
2. Applicants must be locally based and their efforts are community based in nature.
3. The organization must be a registered non-profit Society or belong to a parent Society under the laws of British Columbia. Applications from individuals and “for profit” organizations will not be considered.
4. If the primary purpose of the event is to raise funds to distribute to the community, the non-profit rate will apply unless this is the first year of the event.
5. Not all requests will be provided rental relief. There will be an annual cap on the total permitted rental relief for the facilities.

Procedure

1. An organization applying for a subsidized rental must complete the Town application form and provide all requested information in order to have its application considered by the Town.
2. Subsidy applications will be allocated twice each calendar year, once in March and once in September. Applications must be submitted in writing prior to March 1st or June 30 to the Town Special Event Coordinator. Applications must be received by the deadline prior to the event at the latest. Subsidized rental applications after the event will not be accepted. Applications received after these dates will not be considered for rental subsidy in the current year. All applications must be submitted through proper process.

3. The Town will advertise in both the Oceanside Star and The News to notify the public that the applications are now being accepted.

Responsibility The Civic Centre Special Events Coordinator has the primary responsibility for ensuring this policy is adhered to.

The Civic Centre Special Events Coordinator will shortlist the applications and present them to Council for final approval.

Amounts over the annual budgeted total for the facility must receive Council approval and will follow the application process.

The Civic Centre Special Events Coordinator will report quarterly to the Financial Administrator on the dollar totals of subsidies granted for that quarter.

The Civic Centre Special Events Coordinator will notify the Financial Administrator when the annual budget allotment has been met. The Financial Administrator will then notify Council.

The Civic Centre Special Events coordinator will immediately notify their direct supervisor and Councillor of any requests that deviate from the policy.

References

Distribution Council
Special Event/Civic Centre Coordinator
Civic Centre Office Assistant
Town Hall Office Assistants

SUBSIDIZED RENTAL APPLICATION

Name of Organization: _____

Name of Contact Person: _____

Mailing Address: _____ Postal Code: _____

Telephone Number: _____

Fax Number: _____ Email address: _____

Description of Event: _____

Who benefits from this events and how? _____

Total cost of the event: \$ _____

Budget for the event attached: _____

Will you receive other sources of funding? Yes _____ No _____

Please describe other sources of funding and amounts requested or expected:

Subsidy applied for: \$ _____

Approved: 24 Jan 07
Approved By: Council

Amended: n/a