

Policy Title: Exhibition Grounds – Waiver or Reduction of Fees		Policy Number: P37
Policy Category: Buildings and Facilities		
Approval Date: July 26, 2011		Policy Owner: Community Services
Approved by: Board		File Reference: 0340-50

Purpose

1. To provide criteria to waive or reduce user fees for the Comox Valley Exhibition Grounds for promotional purposes or special events.

Scope

2. This policy applies to:
 - (a) Regular Comox Valley Exhibition Grounds rental groups renting a minimum of 100 hours of grounds usage can be considered for a reduction or waiver of facility fees for fund raising activities.
 - (b) Non-profit sport groups renting the facility that are providing services for youth will be considered for a reduction or waiver of fees for use of the facilities.

Guiding Principle

3. Bylaw No. 2006 being the “Comox Valley Exhibition Grounds Fees and Charges Bylaw No. 2006” imposes fees and other charges for use of the Comox Valley Exhibition Grounds. The general manager has the discretion to waive or reduce the fees and charges for promotional purposes and special events as set out in Schedule A of Bylaw No. 2006 pursuant to this criteria.

Policy Statement

4. Criteria
 - (a) The funds raised by a club or association must be utilized for that club or association or to assist the Comox Valley Regional District (CVRD) in completing facility improvements.
 - (b) User groups must have a minimum of 100 hours of rental in the year previous to the fundraising event, to be eligible for a maximum of four (4) hours of waived fees.
 - (c) User groups with 200 or more hours of rental in the year previous to the fundraising event, will be eligible for a maximum of eight (8) hour of waived fees.
 - (d) Users groups with rental hours between 100 and 200 hours in the year previous to the event will be eligible for a prorated number of hours of waived fees.
 - (e) Time cannot be accumulated and/or carried over to the next year.
 - (f) All permits, taxes or licensing required to host the event will be the total responsibility of the group hosting the event.
 - (g) All staff costs associated with the time reserved for the rent free facility usage will be the responsibility of the club or association hosting the event.
 - (h) All other direct costs incurred as a result of the rental are the responsibility of the group hosting the event. eg hydro, feed, janitorial, security, first aid, etc.

- (i) All fund raising activities conducted during the rent free facility usage to be approved by the General Manager of Community Services or any other CVRD officer.
- (j) All rules applying to food services/alcohol management policy and any other policies implemented by the CVRD will apply.

Process

- 4. Applications to waive or reduce fees, in the form of a letter from the organization, will be forwarded to the General Manager of Community Services or any other CVRD officer for consideration 90 days prior to the event.

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping