

Title: Facility Rental Fee Waiver – Registration Subsidy Rebate		Policy No.: 4.27 Supersedes: P096
Authority:	<input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational	Effective Date: March 9, 2021
Approval:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Review Date: 2022
Policy Statement: The purpose of this policy is to permit the waiver of a portion of rental fees to Local Non-Profit Groups that provide a reduced registration fee to residents with a low income who otherwise would not be able to participate in the activity.		
Purpose: The City of Maple Ridge is committed to ensuring that citizens with financial limitations are able to access non-profit group activities in municipal facilities. To achieve this, Local Non-Profit Groups who rent municipal facilities for community programs can request a rental fee rebate equal to the total portion of the eligible registration fees that were waived. The eligible portion of the registration fee is an amount that is not greater than the subsidy program administered by the City for registered programs and admissions. Rebates will be provided if the president or designate of the group follows a procedure acceptable to the City of Maple Ridge. One of the basic principles of our fees and charges policy is to reduce financial barriers that could lead to denial of service to a resident due to their inability to pay established fees. The intent of this policy is to ensure that all residents who wish to participate in activities run by Local Non-Profit Groups, who rent space from the municipality to offer their activities, can do so.		
Definitions: Local Non-Profit Group refers to an entity as defined by the Maple Ridge Parks, Recreation & Culture Fees and Charges and Allocation Policies.		
Key Areas of Responsibility		
Action to Take	Responsibility	
Provide the City with the financial information to receive the fee waiver.	Local Non-Profit Group	
Process fee waiver.	Parks Recreation & Culture Booking Staff	