

# FEES

## PARKS, RECREATION AND CULTURE FACILITY RENTALS

### FEE.37

#### POLICY

Date Policy Adopted: July 15, 2002  
Date Policy Amended: July 7, 2003  
Date Policy Amended: September 27, 2004  
Date Policy Amended: May 16, 2005  
Date Policy Amended: January 23, 2006  
Date Policy Amended: July 3, 2007  
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Date Policy Amended: June 1, 2009  
Date Policy Amended: June 21, 2010  
Date Policy Amended: April 11, 2011

Council Resolution Number: 02/735  
Council Resolution Number: 03/832  
Council Resolution Number: 04/1086  
Council Resolution Number: 05/410  
Council Resolution Number: 06/050  
Council Resolution Number: 07/603  
Council Resolution Number: 08/491  
Council Resolution Number: RC09/328  
Council Resolution Number: RC10/346  
Council Resolution Number: RC11/200

#### 1. POLICY

The District of Mission shall charge fees for the use of Parks, Recreation and Culture facilities and equipment. Fees shall be subject to change without notice and shall be approved by Council on a yearly or as required basis.

#### 2. RELATED POLICIES AND PROCEDURES

Parks, Recreation and Culture General Admissions Policy FEE.18  
Parks, Recreation and Culture Access Policy FEE.36  
Parks, Recreation and Culture PLAY Program Procedure FEE.38  
Parks, Recreation and Culture Programs Policy FEE.39  
Parks, Recreation and Culture Refund Policy FEE.40

#### 3. REASON FOR POLICY

To ensure that users pay a portion or all of the costs to provide programs, facilities and services. To ensure that the residents of the District of Mission have access to basic Parks, Recreation and Culture Services regardless of their ability to pay. To permit the Director of Parks, Recreation and Culture to make allowances for unusual circumstances or promotional purposes and to quickly establish fees for experimental or marketing purposes.

#### 4. REQUESTS FOR WAIVER OR REDUCTION OF FEES

The Department cannot waive or reduce fees but will work co-operatively with organizations on joint programs where there is clear public benefit. All requests for waiver or reduction of fees will be forwarded to Council for consideration.

## 5. DEFINITIONS

*Commercial* means any individual, company or organization engaged in the pursuit of business for profit through the use of Parks, Recreation and Culture facilities.

*Community Organization* means a registered not-for-profit group or organization whose membership is not restricted, 75% of whose members reside in Mission, and whose activities are consistent with the goals, objectives and standards of the District.

*Minor Sports* means Mission-based organizations affiliated with recognized provincial or national organizations, including but not limited to Mission Minor Hockey Association, Mission Minor Soccer Association, Mission Minor Baseball Association, Mission Minor Softball Association, Mission Marlins Swim Club, Mission Racers Speed Skating, Mission Figure Skating Association, Mission Minor Roller Hockey Association, Mission Minor Lacrosse, Mission Minor Football Association.

*Private* means any individual or organization, which does not fall within the definitions of *Community Organization* or *Commercial*.

*Seniors Group* means a not-for-profit group or organization whose activities are consistent with the goals, objectives, and standards of the District of Mission, and whose members are aged 60 and over, at least 75% of whom reside in Mission.

*Adult Group* means a group or organization whose activities are consistent with the goals, objectives, and standards of the District of Mission, and whose members are aged 19–59 years, at least 75% of whom reside in Mission.

## 6. CRITERIA FOR THE ESTABLISHMENT OF FEES AND CHARGES

The fees and/or charges established for each service offered by the Parks, Recreation and Culture Department shall be based upon consideration of the cost of providing services, including the following factors:

- direct and indirect staff costs;
- direct material and supplies costs;
- direct and indirect maintenance and repair costs;
- cost recovery ratios established for the facilities;
- comparable rates for similar services offered by commercial outlets and other similar municipal operations;
- the status of the user group as to their residence; and
- the financial ability of the user group to pay for the service.

## 7. FEE EQUITY

The department's fees and charges structure will provide for equity of service. Community groups using departmental facilities should expect to pay the same proportionate amount of the facilities costs regardless if they engage in hockey, figure skating, swimming, basketball, soccer, carpet bowling, bingo or take part in cultural or other program activities. Rental rates for similar spaces within different facilities will also be consistent.

## 8. HARMONIZED SALES TAX

Fees and charges listed in this policy do not include the 12% harmonized sales tax. Applicable taxes will be added to all prices at time of purchase or booking.

## 9. FACILITY RENTALS

(a) Rentals include use of space and tables, chairs and a normal complement of staff.

(b) Security Deposit

A security deposit of a minimum of \$100.00 may be required for facility rentals. The department will deduct from the security deposit, the cost of repairs relating to damages of facilities or equipment resulting from user misuse or vandalism. Any amount over and above the security deposit will be recovered from the user. The cost of repairs will include cost of materials, contractors' fees, vehicle use and staff time charged at full payroll costs.

(c) Priority Usage

The following user categories are identified for the purpose of establishing a priority order for use of District facilities:

- i. Official District municipal functions, department programs and special status groups/events sanctioned by Council;
- ii. Not for profit volunteer groups that use facilities for leisure oriented activities that are open to all citizens or residents of the community (includes minor sports groups, cultural organizations); and School District No. 75 (Mission) during regular school hours.
- iii. Social service agencies, social/sport groups;
- iv. Private religious, labour, government, political, or individuals; and
- v. Commercial / Business.

(d) Payment

Full payment for all rentals for groups other than established long-term users is due at the time of booking. Long-term users such as Figure Skating, Minor Hockey, Curling etc. will be expected to pay on the first day of the month for all services during the upcoming month, i.e. January usage is due and payable on January 1. Long-term users may also opt to pay for usage in advance by season, e.g., September to December.

(e) Rental Hours

All facilities must be vacated by the public or user groups by 1:00 a.m., unless otherwise approved by the department.

(f) Liability Insurance

All individuals and organizations who rent District of Mission facilities must, at the time of booking, provide proof of insurance in the amount of a minimum \$3 million, naming the District of Mission as an additional insured. Individuals and organizations that cannot provide proof of insurance will be required to purchase a minimum of \$3 million liability insurance before the facility use is confirmed.

(g) Special Events / Rentals

Rates for special events or rentals such as tournaments, meets, trade shows, craft fairs, conventions, large meetings, circus performances and the like, will be negotiated. Approved rental rates for those areas of the facility will be used as a starting point, with recovery of additional costs such as, but not limited to, staffing, loss of revenue, utilities, garbage or special equipment, included in the rate.

The Director of Parks, Recreation and Culture or the Deputy Director will finalize, approve and sign all contracts for special events and large rentals.

(h) Additional Staff Cost Recovery

In those cases where rentals or use of Parks, Recreation and Culture facilities require additional staff resources, the cost of those additional resources will be borne by the user, for example, a hockey tournament requiring additional clean-up of rooms, or an outside event requiring collection of extra garbage. Additional costs will be identified before the event and included as a portion of the event charges.

(i) School District Use of Facilities

School District use of Parks, Recreation and Culture facilities will be in accordance with the provisions of the Joint Use Agreement between the District of Mission and School District # 75 (Mission).

Effective September 1, 2011

<b>POOL</b> (plus HST)	<b>Community Organizations/ Private</b>	<b>Commercial</b>	<b>Swim Club</b>	<b>School District No. 75 (Mission)</b>
Entire Pool Complex with Waterslide	303.75	456.50	Negotiated	No charge
Entire Pool Complex without Waterslide	255.25	383.75	Negotiated	No charge
Lane Rental Main and Leisure Pools	17.00	42.50	10.00	No charge
Lifeguard (one required per 50 people in pool)	At cost	At cost	At cost	At cost
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All rates are per hour unless otherwise noted.</li> <li>2. With the exception of Swim Club, rental of the entire pool complex includes 3 lifeguards when the waterslide is in operation and 2 lifeguards when the slide is closed, and a maximum of 75 people.</li> <li>3. School District No. 75 (Mission) pays the Community rate after 3:00 p.m. on instructional days and between 8:00 a.m. and midnight on non-instructional days.</li> </ol>				

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<b>ARENA</b> (plus HST)	<b>Community Organizations / Private</b>	<b>Commercial / Fundraisers</b>	<b>Adult</b>	<b>Minor Sports</b>	<b>School District No. 75 (Mission)</b>
Ice – prime time	237.50	303.75	265.00	108.50	No charge
Ice – non-prime	129.50	173.00	130.00	75.25	No charge
Dry Floor – prime time	70.50	137.25	70.50	34.00	No charge
Dry Floor – non-prime	50.25	97.75	50.25	24.50	No charge
<p><u>Note:</u></p> <ul style="list-style-type: none"> <li>i. All rates are per hour unless otherwise noted.</li> <li>ii. Prime time is 5 p.m. to 10 p.m. weekdays and 9 a.m. to 10 p.m. weekends.</li> <li>iii. School District No. 75 (Mission) pays the Community rate after 3:00 p.m. on instructional days and between 8:00 a.m. and midnight on non-instructional days.</li> </ul>					

<b>CURLING RINK</b> (plus HST)	<b>Community Organizations</b>	<b>Commercial / Fundraisers</b>	<b>Adult</b>	<b>Senior Curlers</b>	<b>School District No. 75 (Mission)</b>
Curling Ice – prime time	N/A	N/A	N/A	N/A	N/A
Curling ice – non-prime	N/A	N/A	N/A	N/A	N/A
Dry floor – prime time	48.75	65.75	48.75	N/A	No charge
Dry floor – non-prime	34.00	44.00	34.00	N/A	No charge
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All rates are per hour unless otherwise noted.</li> <li>2. Prime time is 6 pm to 10 pm weekdays and 10 am to 10 pm weekends.</li> <li>3. Rates for Mission Granite Curling Club are negotiated.</li> <li>4. School District No. 75 (Mission) pays the Community rate after 3 pm on instructional days and between 8 am and midnight on non-instructional days.</li> </ol>					

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<b>FIELDS</b> (plus HST)	<b>Community Organizations/ Private</b>	<b>Commercial / Fundraisers</b>	<b>Adult</b>	<b>Minor Sports</b>	<b>School District No. 75 (Mission)</b>
Field use	\$121.75	\$158.75	\$121.75 per day  \$325.25 per team per season	No Charge	No charge
Ball park lights, Leisure Centre (iv)	8.00	8.00	8.00	8.00	8.00
Soccer lights, all-weather pitch (iv)	8.00	8.00	8.00	8.00	8.00
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>i. All rates are per hour unless otherwise noted.</li> <li>ii. User fees for adult leagues are per team per season.</li> <li>iii. School District No. 75 (Mission) pays the Community rate after 3:00pm on instructional days and between 8:00am and midnight on non-instructional days.</li> <li>iv. Lighting charges are per field.</li> </ul>					

<b>ROOMS</b> (plus HST)		<b>Community Organizations/ Private</b>	<b>Commercial / Fundraisers</b>	<b>Minor Sports</b>	<b>School District No. 75 (Mission)</b>	<b>Senior Groups</b>
Multi-Purpose Room (capacity 11-25)	Leisure Centre Room 4A Leisure Centre Room 4B Conference Room	11.00	18.25	11.00	No charge	5.50
Multi-Purpose Room (capacity 26-50)	Leisure Centre Room 3 Leisure Centre Rooms 4A & 4B Combined Mission Community Activity Centre Room 2 Curling Rink Lounge Curling Rink Lobby	14.50	24.25	14.50	No charge	7.25
Multi-Purpose Room (capacity 51-100)	Mission Community Activity Centre Room 1	36.50	60.75	36.50	No charge	18.25
Multi-Purpose Room (capacity over 100)	Leisure Centre Room 1 (iv)	72.50	121.75	72.50	No charge	36.50
Kitchen	Mission Community Activity Centre	14.50	24.25	14.50	No charge	7.25

**Note:**

- (i) All rates are per hour unless otherwise noted.
- (ii) Special events with unusual requirements, e.g. lights, sound, extra staff, security, and/or multiple day bookings will be negotiated.
- (iii) School District No. 75 (Mission) pays the Community rate after 3:00 p.m. on instructional days and between 8:00 a.m. and midnight on non-instructional days.
- (iv) For groups of 30 or less renting Leisure Centre Room 1 when no set-up is required, the applied rate will be 50% of the posted rate.
- (v) Senior Groups pay for the first hour of kitchen rental per booking.

<b>MOBILE STAGE (plus HST)</b>	<b>Community Organizations</b>	<b>Commercial/Fundraiser</b>
Rate per day	No rental fee	\$600 per day
Extra days	Negotiable	Negotiable
Towing	\$230 (cost recovery, approx)	\$230 (cost recovery, approx)
Damage Deposit	\$500	\$500

**Note:**

- i. Towing fee includes one staff person for basic move with user group supplying at least one additional person able to lift at least 50 pounds. If additional staging is required, two staff persons will be supplied at cost, with user group supplying at least two additional persons able to lift at least 50 pounds.
- ii. The mobile stage will not be rented for use outside the District of Mission unless approved by Council.
- iii. Rental agreements must be completed and damage deposit must be paid to the Parks, Recreation and Culture department prior to the stage being used. Deposit is fully refundable if no damage to the unit.

When stored at FRHP (May – September)

- iv. When moved on site – MHA will relocate. Charge is \$100 + HST which is collected by DOM and forwarded to MHA.
- v. If no relocation is required there will be no set-up charge (to a maximum of 5 times/year).