

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
Date Policy Amended: June 2, 2008
Date Policy Amended: June 1, 2009
Date Policy Amended: June 21, 2010
Date Policy Amended: April 11, 2011
Date Policy Amended: July 16, 2012

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
Council Resolution Number: RC12/439

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).

Rates are effective September 1, 2012.

POOL (plus taxes)	Community Organizations / Private (Residents)	Commercial / Private (Non Resident)	Minor Sports (generally teams with players up 19 years of age)	School District No. 75 (Mission)
Entire Pool Complex with Waterslide	189.00	236.25	150.00	As per joint use agreement
Entire Pool Complex without Waterslide	138.00	172.50	112.20	As per joint use agreement
Lane Rental Main and Leisure Pools	17.25	43.75	10.20	As per joint use agreement
Lifeguard (one required per 50 people in pool)	At cost	At cost	At cost	At cost

ARENA (plus taxes)	Community Organizations / Private (Resident)	Commercial / Private (Non-Resident)	Adult (19 years of age and older)	Minor Sports (generally teams with players up 19 years of age)	School District No. 75 (Mission)
Ice – prime time	242.45	312.90	272.95	110.70	As per joint use agreement
Ice – non-prime	132.10	178.20	133.90	75.75	As per joint use agreement
Dry Floor – prime time	71.90	141.35	72.60	34.70	As per joint use agreement
Dry Floor – non-prime	51.25	100.70	51.75	25.00	As per joint use agreement

CURLING RINK (plus taxes)	Community Organizations / Private (Resident)	Commercial / Private (Non- Resident)	Adult (19 years of age and older)	School District No. 75 (Mission)
Curling Ice – prime time	Rates set by the Mission Curling Club	Rates set by the Mission Curling Club	Rates set by the Mission Curling Club	Rates set by the Mission Curling Club
Curling ice – non-prime	Rates set by the Mission Curling Club	Rates set by the Mission Curling Club	Rates set by the Mission Curling Club	Rates set by the Mission Curling Club
Dry floor – prime time	49.70	67.75	50.20	As per joint use agreement
Dry floor – non-prime	34.70	45.30	35.00	As per joint use agreement

**FACILITY RENTALS
FEE.37**

FIELDS (plus taxes)	Community Organizations / Private (Resident)	Commercial / (Non-Resident)	Adult League (19 years of age and older)	Adult Tournament (19 years of age and older)	Minor Sports League (generally teams with players up 19 years of age)	Minor Sports Tournament (generally teams with players up 19 years of age)
Sports Park Fields	Negotiable for special events	Negotiable for special events	15.00 / field / game	30.00 / field / day	Under Review	Under Review
Other sports fields	Negotiable for special events	Negotiable for special events	10.00 / field / game	25.00 / field / day	Under Review	Under Review
Lights / game / field *	10.00	10.00	10.00	10.00	10.00	10.00

ROOMS (plus taxes)	LC- Leisure Centre AC – Activity Centre CC- Curling Club	Community Organizations/ Private (Resident)	Commercial / Private (Non-Resident)	Minor Groups (generally teams with players up 19 years of age)	Adults (19 years of age and older)
Multi-Purpose Room (capacity 11-25)	LC Room 4A LC Room 4B Conference Room	11.50	18.80	11.50	14.60
Multi-Purpose Room (capacity 26-50)	LC Room 3 LC Rooms (4A & 4B Combined) AC Room 2 CC Lounge CC Lobby	14.80	25.00	14.80	14.90
Multi-Purpose Room (capacity 51-100)	AC Room 1	37.25	62.60	37.25	37.25
Multi-Purpose Room (capacity over 100)	LC Gymnasium	73.95	125.40	73.95	73.97
Kitchen	AC Kitchen	14.80	25.00	14.80	14.75

Miscellaneous Fees (plus taxes)	Community Organizations / Private (Resident)	Commercial / Private (Non-Resident)	Adult (19 years of age and older)	Minor Sports (generally teams with players up to 19 years of age)	School District No. 75 (Mission)
Mobile Stage - Rate / Day	No Charge	618.00	N/A	N/A	N/A
Mobile Stage - Extra Days	Negotiable	Negotiable	N/A	N/A	N/A
Mobile Stage- Towing Costs	At cost	At cost	N/A	N/A	N/A
Mobile Stage - Damage Deposit	500.00 minimum	500.00 minimum	N/A	N/A	N/A
Parking lot usage for special events	Damage deposit and Insurance	75.00 / day	N/A	N/A	N/A
Skateboard Park	Negotiable	Negotiable	N/A	N/A	N/A
Community Parks	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable
Centennial Park – Tennis Courts for special events / day	50.00 / day	100.00 / day	N/A	50.00 / day	As per the joint use agreement
Lacrosse Box – for special events / day	50.00 / day	100.00 / day	N/A	50.00 / day	As per the joint use agreement
Set Up, Take Down, Deliveries	Staff time at cost + 15%	Staff time at cost + 15%	Staff time at cost + 15%	Staff time at cost +15%	Staff time at cost + 15%
SOCAN Fees	As required by SOCAN	As required by SOCAN	As required by SOCAN	As required by SOCAN	As required by SOCAN