



POLICY AND PROCEDURE

CITY OF MARTENSVILLE

NAME: Waiver or Reduction of Rental Fees Policy

NUMBER: 120/25

1. POLICY:

The City of Martensville has established user fees to help cover capital, maintenance, and operation costs of its Parks and Recreation Facilities. These fees are reviewed regularly to ensure they remain sufficient to support facility needs, while also being cognizant of market conditions and users' ability to pay.

The fee structure includes different categories to accommodate specific groups and needs. This policy also acknowledges that in exceptional circumstances, City Council may consider waiving all or part of the rental fees.

In cases where a previously established agreement is in place, the terms of that agreement will take precedence over this policy. Any provisions regarding waived or reduction of rental fees outlined in those agreements will be honored as per the terms agreed upon by all parties.

2. PURPOSE:

To establish a consistent process and procedure for reviewing requests for waiver or reduction of rental fees from Martensville or regional based, non-profit community organizations or groups who have demonstrated an exceptional need and meet the established eligibility criteria.

3. SCOPE

3.1 This policy and procedure applies to the City of Martensville municipal facilities available for short-term rentals.

4. RESPONSIBILITY

4.1 The Director of Recreation and Planning or designate is responsible for ensuring compliance with this policy.

4.2 The successful applicant must agree to acknowledge the City's contribution to their project, activity, or event in all related public communications. This includes, but is not limited to, printed materials, social media posts, and newspaper advertisements or articles.



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- 4.3 Organizations or groups are expected to fulfill their obligations, conditions or criteria as outlined in the application. Not fulfilling obligations as outlined may result in future applications being denied.

5. DEFINITIONS

- 5.1 In this policy, Director of Recreation and Planning means the Director of Recreation and Planning or designate.
- 5.2 Non-Profit Organization – Is an entity created and operated for charitable or socially beneficial purposes rather than profit. It is typically dedicated to pursuing mission-oriented goals through collective actions.
- 5.3 Volunteer based organizations –Entities that engage individuals to contribute their time and skills in various causes. These organizations can be structured with staff and volunteers collaborating on missions.

6. ELIGIBILITY

- 6.1 Non-profit or Volunteer-based organizations that operate within the City of Martinsville, or regional organizations that provide services to Martinsville residents, will be given priority when considering applications for waivers or reductions in rental fees.
- 6.2 Organizations or groups must be secular and non-partisan.
- 6.3 Eligibility will only be considered for programs, activities, or events that contribute to the promotion of sport, culture, community well-being or that address a community need.
- 6.4 Only one (1) application per organization/group will be considered in a calendar year.
- 6.5 Events or activities must be open to the public to be considered.



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- 6.6 Requests for either full or partial rental waivers will be considered.

- 6.7 The following criteria will be used to evaluate waiver requests:
 - a) Financial impact on the city;
 - b) Number of people reached by the request, the benefit to the community; and the significance of the event or activity;
 - c) Organizations with an established history of service for the community; and
 - d) Alignment with community development needs, including activities that support fundraising efforts for a City asset or that are identified as a priority by the City.

- 6.8 Waivers will not be considered for the following:
 - a) Municipal facilities that are operated by an external organization or entity;
 - b) Projects, activities or events that generate a profit for their organization or are commercial in nature;
 - c) Discriminatory activities or events that would incite hatred towards any individual or group.
 - d) Activities or events that are unlawful;
 - e) Activities or events that are contrary to the policies of the City of Martensville;
 - f) Private events including but not limited to weddings, birthdays or anniversary parties; and
 - g) Any other activity or event deemed unsuitable by the City.

7. PROCESS

- 7.1 Community organizations or groups must complete the Waiver or Reduction of Rental Fees application available online at www.martensville.ca or in person at City Hall.

- 7.2 Applications must be submitted to the City no later than September 15 each year for consideration for the following calendar year. All submissions must include the required documentation as outlined in the application form.

- 7.3 Administration will review all eligible applications and will make recommendations to City Council. Administration will bring a report forward to City Council with recommendations for the upcoming budget year for final approval. Approved



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applications will be included in the annual operating budget.

- 7.4 Administration will notify all applicants, once waiver requests have been approved or denied.
- 7.5 In approving the Waiver or Reduction of Rental Fees Request, the City may impose such conditions or restrictions as it deems appropriate.
- 7.6 Applications received after the deadline can still be processed; however, allocation will be approved or denied based on previously approved applications and budget available.

COUNCIL ADOPTING RESOLUTION:

RES # 223/10072025	October 7, 2025
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APPENDICES:

APPENDIX I:

Application for Waiver or Reduction of Rental Fees for the City of Martensville

Submission Instructions:

Please submit this completed application by September 15 for consideration in the following calendar year. Late applications may still be processed but may face delays in approval.

Submit to:

City of Martensville

- Email: rmelnyk@martensville.ca or areddekopp@martensville.ca
- In-person: City Hall (37 Centennial Dr S) or Martensville Athletic Pavilion (200 Mike Sands Boulevard)
- Website: www.martensville.ca

Section A: Organization Information

- Organization Name: _____
 - Mailing Address: _____
 - Primary Contact Name: _____
 - Phone Number: _____
 - Email Address: _____
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Section B: Event / Program / Activity Details (This section must be completed for each event that a waiver or reduction of rental fees is being requested)

- Name of Event/Activity/Program: _____
- Type of Event/Activity/Program:
 - Sport Culture Community Well-being Fundraiser Educational
 - Other: _____
- Location(s): _____
- Facility/Space Requested: _____
- Requested Dates/Times: _____
- Estimated Number of People Involved: _____
- Is this event open to the public?
 - Yes No
- Is the event free of charge?
 - Yes No
- Is this a fundraiser in support of a City-owned asset.
 - Yes No

If not where are the funds from this event going to?

- Is this a recurring request or one-time only?
 - One-Time Recurring – Frequency: _____
- Brief Description of the Event/Program/Activity: _____



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Section C: Previous or Ongoing Support from the City of Martinsville

- Have you received, any form of financial or in-kind support from the City of Martinsville (example: grants, subsidies, donations etc.)?

Yes No

- If yes, please specify the type of support received: (*e.g., grant funding, donations, etc.*)

- Total approximate value of support already received:

\$ _____

Section D: Waiver or Reduction Request

- Type of Request: Full Fee Waiver Partial Fee Waiver

- Estimated Total Fee Amount: \$ _____

- Amount Requested to be Waived: \$ _____

- Please provide a clear explanation of why this request is being made, including how this event benefits the Martinsville community:



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Section E: Acknowledgement and Agreement

By signing below, the applicant:

- Confirms that the information provided is accurate.
- Acknowledges the City of Martensville's contribution in all promotional materials.
- Understands that only one application will be considered per year.
- Accepts that submission does not guarantee approval.

Signature of Applicant: _____ Date: _____

Printed Name: _____