

**City of Melfort**  
**Community Services Department**  
**Facility Reduced Rate Request Form**



Name of Organization: \_\_\_\_\_

Mailing Address of Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Description of Organization: Non-profit: Yes \_\_\_\_\_ No \_\_\_\_\_

Detailed description of events for which free facility usage is being requested: (objectives, times, dates, facility and/or room requested)

Demonstrate the financial need required: (how will the reduced rate benefit the success of the event?)

Describe how the event will benefit the community as a whole:

**For Office Use Only:**

Management Recommendation prepared by: \_\_\_\_\_

\_\_\_\_\_ Recommended Free/Reduced Rate      \_\_\_\_\_ Not Recommended

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      \_\_\_\_\_ Referred to Council

## **Criteria for Granting Reduced Rate Usage**

1. Programs or events which are not eligible for funding from federal or provincial government sources, regional or provincial recreation bodies.
2. Programs or events which complement but do not duplicate the City's involvement.
3. Must be a direct program or event offered by a community organization.
4. No registration fee charged to participants of the program or event.
5. Open to all residents if the residents wish to participate (no barriers). No admission fee and open to all interested individuals that qualify to attend.
6. If a reduced rate is granted, the contribution of the City of Melfort must be recognized.
7. Reduced rate requests will be denied if requested on statutory holidays and unscheduled staff times.
8. Reduced rates apply to facility rental only and does not include any extra fees (e.g. coffee service, corkage, linen, etc.). These extra fees will be chargeable back to the Community Organization.

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