

## USE OF KCC FACILITIES BY EXTERNAL GROUPS POLICY

### PURPOSE

The policy for the use of Centre facilities by external groups is designed to achieve the following:

- encourage use of the facilities by the Kerrisdale community,
- give external users of the Centre a positive impression of its operation,
- permit analysis of use of Centre facilities by external groups,
- foster effective communication between external user groups and Centre staff,
- generate revenue, and
- ensure that complimentary use of the facilities is awarded in a fair and equitable fashion.

### RESPONSIBILITY

- Rentals Committee

### POLICY SCOPE AND LIMITS

1. Scheduled Kerrisdale Community Centre Society programs and activities will always have precedence for use of facilities, supplies, and staff time. Unless there are unusual circumstances, space will not be committed to an external group on an on-going basis that limits the Society's programming flexibility each new season.
2. Any request to displace KCCS programs and activities by an external group or individual must be approved by the Board of Directors.
3. In general, external use of Centre facilities will be limited to non-profit or charitable organizations within our community, citywide organizations with activities that directly impact Kerrisdale, or private parties. Use of space by external groups wishing to recruit business clients: e.g., realtors or financial experts, or any other commercial use will not be allowed; however, giving introductory workshops or demonstration classes deemed by the Program Committee to be of interest to Society members may be permitted.
4. To allow an informed decision about the Centre's ability to meet the request for facilities, the information listed in Appendix A must be collected, either electronically or on paper, from external groups wishing to use Centre facilities. Information must be collected as early as possible, and no less than one week before the scheduled event. External group booking of Centre facilities will not be permitted until this is done. Informal and third-party facilities bookings will not be accepted.
5. The Rentals Committee is responsible to do the following:
  - set room rental rates (to be reviewed every even year) considering demand, rates at comparable facilities and other pertinent factors,
  - review every second year the rates charged to long-term external users of Centre facilities (Appendix B), and
  - report to the Board annually on rental activity for the previous period. This report will include the information drawn from the room use application form.

6. Advertised room rental charges may be reduced or waived under the following circumstances:
- The group or individual requests a reduction or waiver.
  - The external user group or individual is a not-for-profit group or individual based in the Kerrisdale community: e.g., Kerrisdale Little League, Kerrisdale Business Association, ARKS, or a local group or individual without any source of income: e.g. families with children with autism.
  - The group or individual will not generate revenue through its use of Centre facilities.
  - The event poses no potential liability nor generates substantive costs for the Society.
  - The group or individual is using the space to provide an activity that benefits the Kerrisdale community.

In ordinary circumstances if a request for a full or partial reduction of rental charges is received and the conditions are consistent with the criteria listed above, the Society delegates the authority to determine if charges may be reduced to Centre staff OR to the Society's Accountant.

For rental charges to be reduced completely, hosting the event will incur no or minimal cost to the Society: i.e., no room set up, assistance or equipment. Partial reductions must reflect any costs to the Centre and Society. The percentage of regular charges to be reduced will depend upon such factors as direct and indirect costs to the Society to host the event, perceived ability to pay, and tangible or intangible returns to the Society from having the group or individual using Centre facilities.

Should an application for a fee reduction be made in circumstances that raise any questions about the applicability of the mandatory criteria, the decision will be referred to the Rentals Committee which may also consider factors such as the likelihood that the event will further an existing or proposed KCCS program or that hosting the group or individual is likely to generate goodwill in the community with positive consequences for the Centre and the Society.

Information about room rental charges, criteria for space use by external groups, conditions under which regular charges maybe waived, etc. will be posted on the KCCS website and in the Rental Information Brochure.

7. The amount and conditions of a damage deposit will be set by the Rental Committee and be reviewed every second year.

Related documents:

- The Board's Program Participation Policy sets out discounts for Board members and staff making bookings for groups of which they are a part;
- The Society's website articulates some requirements for external groups using the Centre facilities.