



## COMMUNITY DEVELOPMENT - FACILITY SCHEDULING

### Requests by Charitable Organizations and/or Organizations Raising Monies on their Behalf for the use of HRM Sport Fields and Ball Diamonds

#### Definitions:

- a. **Registered Charity** - has proof of *current* registration from the Registry of Joint Stocks;
- b. **Donation** - the net profit of the event is turned over to the charity;
- c. **Charitable Tournament/Sporting Event** - Only those charitable fundraising events held on fields qualify for the discount;
- d. “½ & ½” - Tournaments/Sporting Events held as a fund raiser for the group *and* charity in which the proceeds are shared do not qualify for the discount;
- e. **HRM Sport Fields/Ball Diamonds** - Facilities owned and managed by the Halifax Regional Municipality

#### Proposed Policy:

- (1) The **fundraising organization** must apply for the discount **in writing** before the event.
  - < If it is a registered charity holding a fundraising tournament/sporting event for themselves, they receive a **50% discount off of the total contract amount immediately upon confirmation** of the booking (*the \$15.00 application fee is exempt from the discount*).
- (2) If it is a **group/league/individual/etc. raising money for a registered charity**, they must apply for the discount **in writing**, stating the **name of the charity** and also stating that **all proceeds** are being donated to that charity, before the event.
  - < They will be charged the total amount of the scheduling fee for the contract up front.
  - < After the event, the event organizer will present the donation to the charity.
  - < The event organizer will **then present a copy of the receipt from the charity** to the Facility Scheduling Office staff.
  - < At this time, a cheque will be requested for 50% of the contract amount (*not including the \$15.00 application fee*).
  - < This cheque will be issued back to the event organizer.