



### **Township of Brock Free Use (Fee Exemption) Policy Criteria**

1. Non-Profit Organizations established in the community for a minimum of five years;
2. The event must be raising funds for a designated municipal capital project in the host community;
3. **All Profits** raised as a result of the event shall be donated towards the designated capital project within the host community;
4. All organizations must submit an itemized budget outlining the expected revenues and expenditures of the proposed event prior to any approval being granted;
5. Within the two months following the proposed event, a complete financial statement which includes an itemized list of revenues, expenditures and the net profit of the event shall be submitted to the Township. This statement should also include explanations for any large variances from the submitted budget;
6. Prior to any further approvals for "Free-Use" being considered, the group shall supply the Township with proof that the full amount of net profit reported has been used for the intended project;
7. All rental fees normally applicable for the event shall be paid upfront and will be fully refunded to the group upon the completion of Items 4 and 5.



The Corporation of the Township of Brock

Community Centres/Arenas

(Beaverton, Cannington and Sunderland)

Application for Fee Exemption

Note: The event must be raising funds for a designated Municipal Capital Project in the host community.

Additional eligibility and approval criteria are contained on the reverse side.

Note: All applications shall be referred to the Parks & Recreation Committee for consideration and pre-approval.

Name of Facility: \_\_\_\_\_

Location of Facility: \_\_\_\_\_

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

Name of Organization Representative: \_\_\_\_\_  
(Please Print Your Name)

Date of Formation/Incorporation: \_\_\_\_\_

Designated Capital Project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Applicant's Signature)

(The following section is for Office Use Only)

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Received By: \_\_\_\_\_ (Arena Manager)

Date Received: \_\_\_\_\_

Date Approval Received: \_\_\_\_\_

Date Approval Denied: \_\_\_\_\_

Resolution Number: \_\_\_\_\_  
\_\_\_\_\_

Facility Rental Fee: \_\_\_\_\_

Facility Rental Fee Adjustment: \_\_\_\_\_