

## POLICY

**POLICY NO.:** GG.1.14  
**SECTION:** GENERAL GOVERNMENT  
**TITLE/SUBJECT:** COMMUNITY (NON-PROFIT) FACILITY BOOKING FOR MEETING SPACE  
**ADOPTED DATE:** September 19, 2007  
**REVISION DATE:**

**Objective:**

Bonafide community (non-profit) groups shall be entitled to use municipal meeting rooms at a fee of \$0 dollars.

**Policy:**

1. All bonafide community (non-profit) groups who wish to use municipal meeting space must first provide proof of their non-profit status with the Clerk's department.
2. The community (non-profit) group must be Kincardine based with the majority of its local meeting members being from the Municipality of Kincardine.
3. Meeting space is subject to availability and must be booked through the appropriate facility booking agent.
4. Minor clarifications to this policy's intent and workings shall be subject to the interpretation of Clerk of the Municipality of Kincardine.
5. Major clarifications must be reviewed and approved by the Council of the Municipality of Kincardine.
6. The meeting rooms that are available pursuant to this policy are:
  - Public Hall - M.A.C.
  - Sun Room & Meeting Room - Davidson Center
  - Meeting Room – Underwood Satellite Office
  - Meeting Room – Airport

MUNICIPALITY OF KINCARDINE

**COMMUNITY NON-PROFIT FACILITY BOOKING ELIGIBILITY APPLICATION**

**(Policy No. GG.1.14)**

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Revenue Canada Registration No.: \_\_\_\_\_

Please write a brief description of your mandate and the benefits for the community of the Municipality of Kincardine.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Members:

<u>Name:</u>	<u>911 Address</u>	<u>Municipality</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

