

**TOWN OF FORT NELSON
FORT NELSON-LIARD REGIONAL DISTRICT
POLICIES AND PROCEDURE MANUAL**

3740-01 - RECREATION RATES AND CHARGES FOR GRADUATION

Background

Traditionally, the organizing committee of the annual Fort Nelson Secondary School graduation ceremonies has arranged to host this event in the Recreation Centre. Beginning in 1991, another event associated with the graduation ceremonies, namely the dry grad event, has also been held in the Recreation Centre. The Regional Board of the Fort Nelson-Liard Regional District has supported these events through the provision of gratis facility time and gratis staff time that was provided at no cost to these events. The Regional Board adopted a resolution defining parameters for gratis support of these events.

Policy/Objective

The Recreation Department will establish a reasonable policy defining the parameters for the provision of facility time and staff time at no cost to the Fort Nelson secondary School graduation ceremonies and the affiliated dry grad event.

Implementation

The Fort Nelson-Liard Regional District Recreation Department will provide the Fort Nelson secondary School Graduation Organizing Committee and the Dry Grad Committee with a combined total of two (2) days of free facility use in the Recreation Centre annually. This free facility use is intended to provide a venue for the above noted events only and is not be utilized for any other events.

Policy Section: 37	Recreation & Culture
Subject: 3740-01	Graduation Rates and Charges
Prepared by: D.R.S.	Approved by Mgmt Team: 04/24/97
By Administrator:	By Council/Board: Oct 27, 1997
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The Fort Nelson-Liard Regional District Recreation Department will provide the Fort Nelson Secondary School Graduation Organizing Committee and the Dry Grad Committee with a total of ten (10) hours of free Recreation Centre staff time for each event. The combined total allowed under this provision is twenty (20) hours of free staff time. This free staff time is intended to provide assistance in set up time, delivery, and/or clean up for the above noted events only, and is not to be utilized for any other events.

The Director of Recreation Services is authorized to extend, at his/her discretion, the gratis time frame noted in #1 above. Any extension being considered by the Director of Recreation Services will be dependant on there being no other interest expressed, for the time period in question, by Recreation Department programs and/or other "paying customers."

One additional twenty-four hour period will be set aside, free of charge, immediately after the completion of the Fort Nelson Secondary School Graduation event and/or the Dry Grad event to facilitate take down and cleanup. Any additional facility time, beyond this twenty-four hour period, that is required to prepare the facility for other general use, will be charged to the Fort Nelson Secondary School Graduation Organizing Committee and/or the Dry Grad Committee.

All regular Recreation Department facility booking procedures and notice periods apply when booking the above events. Any Recreation Department staff time being provided under this policy must be arranged with the Director of Recreation Services or his/her designate, at least two weeks prior to the actual events.

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