



D-E Community Centre Rental Fee Reduction Policy for Local Charitable and Non-Profit Fundraisers

Purpose:

To support and encourage local charitable and non-profit organizations in hosting fundraising events that benefit the Township of Dawn-Euphemia.

Policy Statement:

Local charitable and non-profit organizations may apply to the Township Council for a reduction in rental fees **to a maximum of 50%** for use of the Dawn-Euphemia Community Centre when hosting fundraising events, provided the proceeds remain within the Township or are donated to a recognized charitable organization operating within the Township.

Eligibility Criteria:

1. **Organization Type:**
The applicant must be a registered charitable or non-profit organization based in the Township of Dawn-Euphemia.
 2. **Use of Funds:**
Funds raised must benefit:
 - Initiatives or programs within the Township, or
 - A charitable or non-profit organization that operates primarily within the Township.
 3. **Event Purpose:**
The event must be a fundraiser clearly advertised and intended for charitable or community benefit purposes.
-

Application Process:

1. **Submission:**
A written request must be submitted to the Township Council at least 30 days prior to the event, outlining:
 - The nature and purpose of the event
 - The intended use of funds raised
 - Proof of the organization's charitable or non-profit status
 - Estimated attendance and duration of the event
 2. **Review and Approval:**
Applications will be reviewed by Council on a case-by-case basis. Council reserves the right to approve, modify, or deny any request at its discretion.
-

Conditions:

- Organizations granted a fee reduction may be required to submit a brief post-event report detailing funds raised and their distribution.
 - An Organization is limited to one discounted rental per calendar year.
 - This policy applies only to base rental fees and does not include reductions for security, cleaning, deposits, insurance costs, licensing, equipment, or other associated costs.
-

Waiver of Community Centre Fees

Community Centre rental fees shall be waived for the following events, provided they are open to the public, free of charge, and demonstrably benefit the residents of the Township of Dawn-Euphemia:

1. The Dawn-Euphemia Public School Grade 8 Graduation Ceremony;
2. Lambton County Cultural Services/Florence Library
3. Community Public Health clinics or similar events (e.g., flu clinics);
4. Township-hosted events and initiatives (e.g., Open Houses, Council-Related Meetings);
5. Events organized by other organizations that align with the Township's objectives and meet the above criteria.

Priority will be given for paid rentals. Cleaning fees may be waived under this clause provided the renter cleans up after their event (a deposit may be taken). The determination of eligibility for a fee waiver under this clause shall be at the discretion of the Clerk.

Review:

This policy will be reviewed every two years or as deemed necessary by Council.

Effective Date: September 15, 2025 Res: 2025-135

D-E COMMUNITY CENTRE – RENTAL FEE REDUCTION APPLICATION FORM

For Local Charitable and Non-Profit Fundraising Events

Section 1: Organization Information

- **Organization Name:** _____
- **Mailing Address:** _____
- **Contact Person:** _____
- **Position/Title:** _____
- **Phone Number:** _____ **Email:** _____
- **Is your organization registered as a:**
 - ☐ Charitable Organization (CRA Registration #): _____
 - ☐ Non-Profit Organization (Incorporation #): _____
- **Is the organization based in the Township of D-E?**
 - ☐ Yes
 - ☐ No

Section 2: Event Information

- **Name of Event:** _____
- **Date(s) of Event:** _____
- **Start and End Times:** _____
- **Expected Attendance:** _____
- **Brief Description of Event:**

- **How will the funds raised be used?**
 - ☐ For programs or initiatives within the Township
 - ☐ Donated to a local organization within the Township
 - ☐ Other: _____

- **Name of Benefiting Organization:** _____
- **Will 100% of net proceeds stay within the Township of D-E?**
☐ Yes
☐ No (please explain): _____

Section 3: Rental Fee Reduction Request

- **Type of Fee Reduction Requested:**
☐ Partial Reduction (please specify amount or percentage): _____
- **Have you previously received a rental discount from the Township this year?**
☐ Yes
☐ No
 If yes, please provide date(s): _____

Section 4: Attachments (Required)

Please attach the following documents:

- ☐ Proof of non-profit or charitable status
- ☐ Event budget or fundraising goal summary
- ☐ Promotional material or event flyer (if available)

Declaration and Signature

I hereby declare that the information provided in this application is accurate and complete. I understand that submission of this application does not guarantee a rental fee reduction and that the final decision rests with the Council for the Township of Dawn-Euphemia.

Signature: _____ **Name (Printed):** _____

Date: _____

Submit completed application to:

The Corporation of the Township of Dawn-Euphemia
 4591 Lambton Line, RR4
 Dresden, ON N0P 1M0
 Ph: 519-692-5148
 Email: admin@dawneuphemia.on.ca

Applications must be submitted at least 30 days prior to the event date.