



VILLAGE OF GOLD RIVER

POLICY

Jack Christensen Centre Rentals

POLICY NO: Finance-308

Purpose

To establish guidelines for rental space at the Jack Christensen Centre.

Policy

The Village of Gold River owns the Jack Christensen Centre. In order to provide rental space options the Village may rent or lease space to organizations as they deem appropriate.

Guidelines/Procedures

All applications for rental agreements of one month or longer shall be referred to Village Council for consideration and approval.

Standard Rooms

Will be rented at market value to be determined from time to time by Council, taking into consideration the space/room to be rented, if the room has use of toilets/sinks, and comparable rents elsewhere in the Community for similar size, condition and proposed use. Council may arbitrarily add a premium to any established rate dependent on the proposed use of the room to be rented to compensate for any expected higher than “normal” hydro use associated with the renter’s use.

Renovated Rooms

Will have rental rates determined through direct negotiations resulting in a rate to be approved by Council (i.e. Vancouver Island Regional Library, Little Dinosaurs Daycare).

Grant-in-Aid/Discounted Rents

Community service/non-profit groups requesting rental space at a reduced rate must:

- provide Council their complete financial information including Statement of Operations (Income Statement) showing sources of revenue and expenses and a Statement of Financial Position (Balance Sheet) showing the organization’s bank accounts, funds on hand, assets and liabilities;

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- provide Council a comprehensive report of their community activities for the year outlining any contributions, support, public events, sponsorships, etc. provided to the community;
- reapply annually to Council for continued discounted rent and provide the above noted information with each annual application prior to January 31st each year.

Being a community service/non-profit organization does not necessarily qualify an organization, group, or agency for a discounted rate as some groups or agencies (i.e. quasi-government or funded groups) may have the ability to pay the market rate or a negotiated rate greater than the discounted rate. Only non-profit organizations, groups, or agencies serving the community in a broad way as interpreted by Council may be eligible for the discounted rental rate.

Eligibility Criteria

Applications for discounted rent will document ability to deliver services to the community within the following criteria:

Service Provision

- Overall, applicants must provide free, subsidized or financially accessible community services to residents of Gold River.
- Applicants must justify to the community the need or desire for these services and indicate demand.
- Use of these services must be open to all residents of Gold River who meet clearly stated criteria for participation.
- Applicants must show evidence of and plans for on-going active community volunteer involvement.
- Applicants must show evidence of any plans for accountability to the community and residents being served.

Discounted Rents

Will be established by Council from time to time with the intent that the discounted rate is established to contribute to basic utility and general cleaning and maintenance costs (this amount is an arbitrary amount as there is no mechanism (i.e. hydro meters) in place to quantify power usage by individual rooms or allocate general cleaning and maintenance costs).

Effective January 1, 2021 a fee of \$30.00 per month, per room will be assessed to organizations receiving discounted rent or free use toward utility/hydro costs for 9 months/year (totalling \$270), excluding June, July and August, unless Council waives the utility fee.

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