



Saanich Tennis Club Policy – Fee-for-Service Activities

1.0 Purpose

This policy provides a framework for facilitating organized events, activities or programs (all herein referred to as “organized events”) with associated fees that require the prioritization of STC court use and/or STC resources for a scheduled, potentially reoccurring, time of the week.

2.0 Principles

- Club support for organized events is an opportunity and a benefit to STC members.
- Fee-for-service organized events provided at STC must meet STC Executive approval with mutually agreed upon financial terms.

3.0 Scope

This policy applies to all requests for fee-associated organized events that require the use of STC facilities or services.

4.0 Policy

- All requests for the reservation of STC facilities for organized events must adhere to the [STC Policy on Organized Events and Activities](#)
- Financial terms must be outlined and agreed upon by the STC Executive and the Event Coordinator in the Organized Event Agreement Form (appendix 1 in the Saanich Tennis Club Policy – Organized Events & Activities) prior to the participation recruitment date of the organized event. Standard STC court fees are \$10 per court per hour. This may include the use of the club’s equipment and other resources as described in the Organized Event Agreement Form.
- The collection of fees from participants is performed by the STC Executive
- Should an organized event be prematurely terminated or cancelled for any reason, a pro-rated fee (based on the remaining sessions outstanding) must be refunded to participants
- Participants are responsible for the cost of sessions that cannot be attended by that individual (including sessions missed due to injury). In such cases, the absent participant may arrange for an alternate person to attend the session. STC Executive and the Event Organizer will not be responsible for fee transfers in such cases.
- Should an organized event be rescheduled (for any reason) and a participant cannot attend the new date, a pro-rated fee amount (based on the remaining sessions outstanding) must be refunded to participants
- Financial agreement terms outlined in the Organized Event Agreement Form are maintained should the Event Coordinator reschedule an event session to a venue other than STC
- STC Executive reserves the right to charge additional fees for participants who are not STC members. These fees will be incorporated into the organized event agreement
- STC revenues, generated based on the organized event agreement, must be provided to the STC Treasurer or an STC Executive member by the event coordinator on the start date of the

organized event

5.0 Procedures

- An Event Coordinator may initiate a request for an organized event to take place at STC by completing the Organized Event Agreement Form (appendix 1 in the Saanich Tennis Club Policy – Organized Events & Activities)
- This form will be received by the STC President or a member of the STC Executive, who will then distribute to the STC Executive for approval.
- The STC Executive will provide all communications to STC members (i.e. all communications that are sent to the entire membership such as notification of court reservation and advertising the organized event must be communicated by STC Executive).
- The STC Executive will provide all fees to the Event Organizer, as outlined in the Organized Event Agreement Form, by the start date of the organized event.

Appendix 1 – Organized Event Agreement Form

Saanich Tennis Club (STC) Organized Event Agreement Form

Name of Event: _____

Date(s) and Time(s) of Event: _____

Description of Event:

Event Organizer: _____

Email Address and Phone Number of Event Organizer: _____

Other Event Organizers / Coordinators / Coaches: _____

Which Event Organizer / Coordinator / Coach be on site during the event? _____

Email Address and Phone Number: _____

Do the dates and times of the event overlap with public hours or STC scheduled activities? _____

What group of participants will be invited to this event? _____

Will all participants be STC members? _____

How many participants are expected to attend this event? _____

What STC equipment, supplies or resources will you require for this event?

What other equipment, supplies or resources will you be bringing to STC for this event?

Will the event involve the consumption of alcohol at STC? _____

(over)

Will this event involve a fee to participants? _____ (if yes, this event must comply with the STC Fee-for-Service Policy)

If this event involves a fee to participants, please describe:

a. Cost to participants: _____

b. Payment made to: _____

Is the Event Organizer requesting financial assistance from STC for this event? _____

If yes, please complete table:

Type of Expense	Estimated Amount (Total)	Amount Requested from STC
Total:		

I have read the Saanich Tennis Club Policy – Organized Events & Activities: _____ (please initial)

I have read the Saanich Tennis Club Policy – Fee-for-Service Activities: _____ (please initial)

Name: _____ Signature: _____ Date: _____