

# Fee Category Assessment

**Application for Fee waiver for the use of the City of Mandurah Libraries Meeting Room Facilities**  
Please return to: City of Mandurah Libraries, 331 Pinjarra Rd MANDURAH WA 6210 or PO Box 210 MANDURAH WA 6210 or manlib@mandurah.wa.gov.au

*This form is for assessment purposes only. The appropriate fee category will be confirmed in writing and valid for 12 months from the confirmation date. Prior to completing this form please ensure you have read the Guidelines.*

**Important Information:**  
Fee reduction approvals apply to the hire fees only. Hall and key bonds are still applicable.

<b>Applicant Group/Club</b>	
<b>Contact Person</b>	
<b>Telephone (h)</b>	<b>(w)</b>
<b>(m)</b>	
<b>Postal Address</b>	
<b>Email Address</b>	
<b>Venue Requested</b>	
<b>Start Date</b>	<b>Finish Date</b>

**Please answer all of the following questions.**

1. Is this form being submitted together with a facility and/or reserve booking application form? YES  NO
2. Please circle the categories that best describe your organisation. *(More than one description may be applicable)*  

Not for Profit	Sporting	Recreational	Arts & Craft	Performing Art	Community Service	Commercial Business	Youth	Senior
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3. Is your group or organisation run on a voluntary basis? YES  NO
4. Are volunteers coordinating the activities? YES  NO
5. Are fees being charged to attend the activity? YES  NO
6. If so, how much? .....
7. Are these fees being paid into a group/club account for the future use of your group? YES  NO
8. After expenses, does your club/group derive a profit from the activity? YES  NO
9. Describe the purpose of your group or organisation: .....
10. Identify the community groups that will benefit from this activity: .....

**Declaration**

I ..... **being the duly authorised representative of the applicant in endorsing this application, confirm that all of the information provided above is true and correct. I acknowledge that it is my responsibility to advise the City of Mandurah Libraries if the circumstances of my club change in relation to the above criteria.**

**Signature:** ..... **Date:** .....

E: manlib@mandurah.wa.gov.au  
mandurah.wa.gov.au

**Mandurah Library**  
T: 08 9550 3650 A: 331 Pinjarra Rd,  
Mandurah WA 6210

**Lakelands Library**  
T: 08 9550 3835 A: 49 Banksiadale  
Gate, Lakelands WA 6180

**Falcon eLibrary & Community Centre**  
T: 08 9550 3230 A: Cr Flavia St &  
Cobblers Rd, Falcon WA 6210



# Donation to Community Groups and Fee Category Assessment Guidelines

## Policy Aim:

Groups, clubs and organisations that are involved in fundraising events or other service provisions for the benefit of the Mandurah community may apply for a fee reduction or fee waiver for the use of council's recreation facilities.

This will include registered Public Benevolent Institutions that have a proven record of supporting Mandurah residents or can show the intention of servicing the local community.

It will also give recognition to groups that have contributed to improvements to a facility. Council will not generally support events to which an entry fee is charged, events that have commercial backing and services or events provided by other government departments unless there are extraordinary circumstances.

## Policy Guidelines

1. Fee rates are considered as per the current Fee Schedule for use of Mandurah Libraries Facilities.
2. User groups are assessed to determine the appropriate fee category or fee waiver.
3. Only user groups fitting the following guidelines will be eligible to apply for a reduced rate or a hire fee waiver:
  - Applicant groups, clubs or organisations must be not for profit
  - Applicant groups must provide an identifiable benefit to the community through activities and services.
  - Applicant groups must be coordinated on a voluntary basis and not have paid employees to run the group's activities.
  - Applicant groups charging a fee for activities must have those fees paid into a group or club account for the use of that group
  - Applications from individuals or groups acting as a business will not be considered at the community rate

## How to Apply

Applicants must complete a Fee Category Assessment form and submit it with their Mandurah Libraries Facility Hire Application Form.

Regular user or seasonal sporting groups may apply at the time of their first booking of the calendar year and if approved, the reduced rate will be carried over for future bookings up until the 31 December or the end of your block booking (which ever arrives first). **Confirmation of a successful fee reduction will be advised in writing and will state a reference number, expiry date and the category approved.** It is essential that for subsequent booking applications, these references are quoted.

## Successful Applications

Requests received for a waiver or reduction in hire fees will be considered on the basis of the policy aim and guidelines above. The Manager Community Development is responsible for the approval of hire reductions and waivers and will refuse any requests not complying with the policy aim. Any applicant who is refused a waiver or reduction does have the right of appeal to Council.

Reductions or waivers granted to any one community group shall not exceed the total value of \$1500.00 per year.

## Office Use Only

WAIVER RECOMMENDED

WAIVER NOT RECOMMENDED

Coordinator Library and Heritage Services - Signature: ..... Date: .....

APPROVED  NOT APPROVED

Manager Community Development - Signature: ..... Date: .....

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