



# Save-on-Foods Memorial Centre Meeting Room Usage Application

## ORGANIZATION CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

(Fax) \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you applying as:

- A Non-profit Adult Organization?    Yes    No    Registered Society # \_\_\_\_\_
- A Non-profit Minor Organization?    Yes    No    Registered Society # \_\_\_\_\_
- A Non-profit Community Organization    Yes    No    Registered Society # \_\_\_\_\_

(see reverse for definitions and eligibility requirements)

How many times per year does your organization meet? \_\_\_\_\_

What is the frequency of your meetings (i.e. monthly, quarterly) \_\_\_\_\_

On average, how many people attend each meeting? \_\_\_\_\_

Please use the space below to provide a general indication of your preferred meeting time and length with alternative options:

Date	Day of Week	Start Time – End Time

Please return completed application form to:  
 City of Victoria - Recreation Services Office  
 633 Pandora Avenue  
 Victoria BC V8W 1N8  
 Phone: 250-361-0361 Fax: 250-361-0385

Please note that the City of Victoria is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

In signing the application form the organizer agrees to indemnify and save harmless the City in respect of any and all claims, demands, suits and costs arising out of any act or omission of the City or of any servant, agent or officer of the City.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To send this form electronically, please save the completed form then e-mail as an attachment to [geoffw@city.victoria.bc.ca](mailto:geoffw@city.victoria.bc.ca)

## **DEFINITIONS**

---

“Resident” Any person who is residing and has resided in the City of Victoria for a continuous period of at least thirty (30) days immediately prior to the date of application.

“Resident Organization” Any group or party that meets the minimum residency rate of 30% and has a membership equal to or greater than 15 people.

“Minor Organization” Groups or parties whose participants are:

- under the Age of Majority in the Province of British Columbia as of December 31 of the year of application;
- an incorporated non-profit under the Societies Act of the Province of BC and/or the Canada Business Corporations Act;
- members in good standing with an affiliated or governing body;

and whose primary objective as stated in governing documents is to offer and involve individuals in recreational or social activities.

If groups or parties within the organization consist of participants over the Age of Majority, those groups or parties may be considered separately as an Adult division of the organization and prioritized accordingly.

If their percentage of participants over the Age of Majority is equal to or greater than 75%, the group or party will be considered an Adult division of the organization.

“Adult Organization” Groups or parties whose participants are:

- at least the Age of Majority for the Province of British Columbia;
- are not members of Minor Organizations;

and whose primary objective in formal or informal governing documents is to provide individuals with sport, recreation and social activities.

“Community Organization” Any group or party that is based at whole or in part in the City and whose primary objective as stated in governing documents is to provide programs, services or representation to the Residents of the City.