

City of American Canyon



Facility Fee Waiver Policy

Adopted October 21, 2008

Facility Fee Waiver Policy

Fees charged for the use of City facilities may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

I. Intergovernmental Cooperation

A. Fees may be waived for special events or temporary uses when the applicant is another government agency and the use is related to the performance of its normal functions and is a benefit to residents of American Canyon. Fee waiver requests for the ongoing use of City facilities by other governmental agencies will be sent to City Council for consideration.

II. Youth Programs

A. Fees may be waived for building and athletic field rental for American Canyon youth organizations that are open to all American Canyon youth that meet age or size requirements.

B. Youth organizations that are not open to all youth and limit participation based on skill level or other limiting factors such as attendance at a particular school, church or other affiliation are not eligible for fee waivers.

III. City Sponsored Program

A. Fees may be waived for events and programs that are sponsored or co-sponsored by the Parks and Recreation Department or other City department. The Department Director may choose to sponsor or co-sponsor an event or program if the Director determines that all of the following criteria are met:

1. The program or event is within the scope of services normally provided by the Department; and
2. The event is open to the public; and
2. All resources provided by the City in sponsorship of the event must be provided for within the Department's current budget without a reduction of other programs and services.

IV. Financial Hardship/Non-Profit

A. The City Manager or his/her designee may waive fees for a non-profit agency or community service organization if the City Manager determines that the following criteria are met:

1. The organization is a valid non-profit with 501(c) 3 status, or organization has 501 (c) 4 status and is requesting use of a City facility for an event that fully benefits the community, not the 501 (c) 4 organization or its members;
2. The imposition of the fees would create a financial hardship on the organization as demonstrated on the Organization Financial Information Form or the imposition of the fees would make it prohibitive for the event to be held as demonstrated on the Event Financial Information Form.

3. Fees will only be waived for fundraisers if the financial hardship criteria are met, all funds raised benefit the community, and at least 10% of the profit be directed towards youth programs.
4. The program or event is of significant value to the community or to a significant portion of its residents;
5. The event or program is open to the public and is in compliance with the City's non-discrimination policy;
- 6 The City Manager or his/her designee determines that the proposed event or program will have no significant impacts on the facilities or department activities, that the facility user will provide volunteer services and materials to mitigate any impacts created by the event or program or that the impacts that are created are adequately offset by the public benefit provided by the program or even.
7. The waiver of fees does not relieve the facility user of insurance requirements and requirements related to providing security guards, where applicable.
8. Requests for a waiver of insurance will only considered if the event meets all the qualifications of the rental fee waiver policy and is designated as a City Sponsored Program. Requests for the waiver of insurance requirements will not be considered for the selling and/or serving alcoholic beverages.

APPEAL PROCESS – Decisions made pertaining to the administration of the City's fee waiver and facility rental policies by a designee of the City Manager may be appealed to the City Manager. Decisions made by the City Manager pertaining to the administration of the facility rental policy may be appealed to the City Council.

City of American Canyon
FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: _____

Organization Contact: _____ **E-mail:** _____

Address: _____

Phone: _____ **Fax:** _____

Type of Organization: _____ **501 (c) 3,** _____ **501 (c) 4,** _____ **Governmental Agency**

_____ **Other:** _____

Date of Event: _____ **City Facility Requested:** _____

Name and Purpose of Event: _____

Is this activity an **annual** event or a **one time only** event? _____

I have read the Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the belief that my organization qualifies under the following category: (Check One)

_____ I. Intergovernmental Cooperation

_____ II. Youth Sports Programs Open To All American Canyon Youth
That Meet Age or Size Requirements

_____ III. City Sponsored or Co-Sponsored Program or Event

_____ IV. Financial Hardship/Non-Profit*

*Non-Profits requesting a rental fee waiver for financial hardship must complete and submit the following: 1) Organization Financial Statement 2) Event Financial Statement 3) Provide copy of the letter from the IRS proving non-profit status.

Signature: _____ **Date:** _____

EVENT FINANCIAL STATEMENT

EVENT NAME: _____

EVENT DATE: _____

PROJECTED REVENUE FROM THE EVENT:

Fundraising	
Donations	
Admission Fees, Ticket	
Advertising Revenue	
Raffle, Auctions	
Other:	
Other:	
TOTAL	

PROJECTED INCOME FROM THE EXPENSES:

Entertainment	
Advertising	
Rental Equipment	
Food or Catering Costs	
Refreshments	
Supplies	
Security Guards	
Insurance	
Printing	
Postage	
Decorations	
Other:	
Other:	
Other:	
TOTAL	