



Feather River Recreation and Park District Facility Rental Fee Waiver and Reduction Request - Guidelines

The purpose is to establish consistent operating guidelines for FRRPD facilities when considering requests for a fee waiver or reduction of fees for use of District Facilities

ELIGIBILITY

Priority Use – No Fee

- FRRPD Sponsored Events

District Partner Groups - Up to 100 % fee waiver*

- Organizations with existing MOU that specifically outline reduction of fees for “in-kind” exchange for donation of materials and/or services
 - Maximum fee waiver value will be covered in detail in MOU

Preferred Groups – Up to 50 % fee waiver*

- FRRPD Co-Sponsored Events
- Community / Public Events – Non-profit, local gov, education, civic groups, religious org
 - Must be open to the public & free to attend
- Chamber of Commerce Sponsored Events
 - Must be open to the public & free to attend

** To be eligible for 50% fee waiver event host cannot collect fees of any type, including vendor fees. Events that will be collecting vendor fees will be eligible for up to 25% fee waiver only*

Private Events – Not eligible for fee waiver

- Private events / member only events



Fee reductions will be considered based on the following:

- Financial impact on the District
- Availability of the facility requested
- Number of people reached by the request, the benefit to the District, and the significance of the event or activity
- Organizations with an established history of service to the District.
- If an imposition of fees would create a financial hardship on the organization or would have a detrimental effect upon the services provided to the public;
- If the agency is an approved 501 (c) (3) or (c) (6) non-profit organization.
 - *If not a non-profit organization, then an event co-sponsorship approved by the Feather River Recreation and Park District is required.*

The following events/activities will not be eligible for fee reduction/waiver

- Events presented by for-profit organizations
- Events presented by private individuals
- Activities primarily of a fundraising or charitable nature, unless the funds directly benefit District run programs, activities or facilities
- Events or activities that are not open to the public
- Organizations headquartered outside of the Feather River Recreation and Park District boundaries (unless the demonstrated benefits are primarily to the residents of the District)
- Projects or organizations which have failed to fulfill their obligations during previous events or activities for which permit fees were waived or reduced

PROVISIONS

The following apply to fee reductions/waivers to the extent and manner specified:

- There is a limit of one (1) fee reduction for an agency/organization event or activity per year
- Fee reductions are for FRRPD facility rental fees only.
 - Costs including, but not limited to: reservation deposit, insurance, cleaning fees, staff time, permitting fees, or security fees are not eligible for a fee reduction under these guidelines.



ACKNOWLEDGEMENT

All recipients of a fee waiver or fee reduction shall acknowledge the Feather River Recreation and Park District in all publicity relating to the event or activity. Acknowledgement includes use of the District logo on all advertising and promotional material and in other promotional contexts.

PROCEDURES

Requests for a fee reduction must be made in writing and must accompany the Request for Co-Sponsorship/Fee Reduction-Fee Waiver Form.

The complete request should include the following:

- Letter of request on organization letterhead detailing a brief history of the event and purpose or mission statement and a brief summary explaining the primary benefits of the event as it relates to the fee reduction criteria outlined in this policy
- A promotions/marketing plan summary detailing the promotional opportunities and how the District's contribution will be acknowledged (1 page maximum)
- A line-item detailed budget for the event
- Verification of non-profit status, preferably a copy of IRS documentation

APPROVAL/DENIAL

The General Manager will have final approval or denial authority on all fee reduction and fee waiver requests.

FOLLOW UP REPORTING

All organizations receiving a fee reduction must complete and submit a follow-up report to the District no later than 60 days after the completion of the event. The final report should consist of a one page (maximum) typed summary of the results of the event/activity and how it met the provisions outlined in this policy.

Samples of advertising and promotions, including flyers, photographs, brochures, social media screen shots, etc. should be included.



REQUEST FOR FACILITY RENTAL FEE WAIVER/ REDUCTION

Please read and carefully complete the following application. Failure to provide accurate information may result in a delay or denial of your request for a fee reduction/waiver. Please attach a completed copy of the following documents for review:

APPLICANT INFORMATION

Name of Group/Organization: _____

Type of Organization (Non-profit, local government, education, civic group, service org, other)

Is your organization an official non-profit organization: Yes ☐ No ☐

Provide Tax ID documentation (Non-profit only):

Applicant Name: _____

Title: _____

Phone: _____

Email Address: _____

FACILITY INFORMATION

Please provide the name/location of the facility or park that you are requesting to host your event.

EVENT INFORMATION

Will you be charging a fee for this event? Yes ☐ No ☐

If yes, list the fees.

Provide anticipated daily and total attendance information.

Daily _____ Total _____

Will the event be open to the public?

Yes ☐ No ☐

Is this event a fundraiser?

Yes ☐ No ☐



EVENT DATES/TIMES

Event Set-up date: _____

Event Set-up time: _____

Event Set-up date: _____

Event Set-up time: _____

Event Start date: _____

Event End date: _____

Event Start time: _____

Event End time: _____

Event Breakdown date: _____

Event Breakdown time: _____

FEE REDUCTION/WAIVER INFORMATION

Please answer the questions that apply to your event

How does this event or program benefit the residents of the District?

Do you provide a service or program solely to the residents of the District? Provide details.

Indicate the negative impact or financial hardship that the normal facility fees would create for your event or agency. You may attach a budget or financial statement for your organization or event to clarify the reason for your fee waiver request.

EVENT BUDGET

- Provide a copy of your organization's current year budget.
- Provide a proposed budget for your program offer.

FEE REDUCTION/WAIVER REQUEST

☐ 25%

☐ 50%

☐ 75%

☐ 100%

☐ Other: _____



ACKNOWLEDGEMENT

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of Feather River Recreation and Park District facilities and/or equipment.

I further understand that I must complete all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and/or equipment and paying the reservation fee and/or security deposit.

I further acknowledge that if the request is denied or a reduction of fees is granted, the organization I represent must pay all remaining fees by the due date and that all established permit regulations and Feather River Recreation and Park District Facility Reservation rules will be followed during and after the event.

Name (print): _____

Title: _____

Signature: _____

Date: _____

STAFF USE ONLY

FEE WAIVER REQUEST APPROVED ☐

FEE WAIVER REQUEST DENIED ☐

FEE REDUCTION REQUEST APPROVED ☐

FEE REDUCTION REQUEST DENIED ☐

APPROVED REDUCTION AMOUNT: _____

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____