



### FACILITY RENTAL FEE WAIVER REQUEST FORM

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

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

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

Type of Organization:  501( c ) 3,  501( c ) 4,  Governmental Agency,  
 Other ; please specify: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Facility(s) requested: \_\_\_\_\_

Name and Purpose of Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Frequency of Event: \_\_\_\_\_

I have read the Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the understanding and belief that my organization qualifies based on criterion identified in the Facility Fee Waiver Policy.

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

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Facility Fee Waiver Policy

Facility fees charged for the use of City facilities may be waived by the City of Lathrop, in certain limited cases. Any applicant requesting such a waiver must submit the appropriate documents demonstrating that the applicant or intended use fall within the following categories:

- I. Intergovernmental Cooperation;
- II. Department Sponsored Program;
- III. Financial Hardship/Non-profit;
- IV. Private Community Benefit.

Any applicant requesting consideration of their waiver must do the following:

1. Submit a letter to the Parks & Recreation director on the applicant's letterhead requesting their specific location, date and time for each facility fee waiver. The letter must be signed by an authorized representative.
2. Complete a Facility Reservation Permit application.
3. Submit a copy of the applicant's 501c(3) or (c) (6) non-profit organization documents or any other documents as may be required to show the applicant's organizational paperwork.
4. Submit a copy of the applicant's mission statement.
5. Submit a copy of the applicant's appropriate insurance naming the City of Lathrop as an additional insured.
6. Submit a copy of the applicant's financial statement showing revenues and expenses.
7. Submit a copy of any other documents as may be required by the Parks & Recreation director and/or his/her designee.

The City of Lathrop may waive fees for Intergovernmental cooperation 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 the City of Lathrop. Fee waiver requests for the ongoing use of City facilities by other governmental agencies will be sent to the Parks & Recreation Commission for consideration and then to the City of Lathrop City Council for consideration, if necessary. Any denial of a request for Waiver may be appealed to the City Council by providing a notice of appeal to the City Clerk within five (5) days from the date of the denial of waiver by the Parks and Recreation Commission. The Council may affirm, reverse or modify a decision of the Parks and Recreation Commission based on the basis of the record of the evidence presented before the Parks and Recreation Commission as well as such additional evidence as may be submitted directly to the Council.

## FACILITY FEE WAIVER CRITERION

Fees may be waived and/or reduced for events and/or programs by the Parks & Recreation Commission and/or Lathrop City Council. In determining a fee waiver, if a fee is to be waived, the following criterion should be considered:

1. 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 Lathrop City Council is required.
2. The organization provides proof it is a valid non-profit or community service organization serving the residents of Lathrop;
3. The organization must submit their policy showing that they do not deny participants/players due to their inability to pay registration or participation fees.
4. The imposition of fees would create a financial hardship on the organization or would have a detrimental effect upon the services provided to the public;
5. It is determined that the proposed event or program will have no significant impact on the facilities or department activities, that the permittee will provide volunteer services and materials to mitigate any impacts created by the event or program, or that the impacts are adequately offset by the public benefit provided by the program or event;
6. The City Council or Parks & Recreation Commission or City Manager finds that the request provides a general public benefit to the community and the amount of the request is de minimis in nature and not subsidized from facility fees.
7. A certificate of insurance and hold harmless agreement must be provided by the permittee and should include the following language: Contractor or event sponsor shall hold harmless, defend and indemnify the City of Lathrop and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expenses, costs, (including without limitation costs and fees of litigation) or every nature arising out of or in connection with contractor's or event sponsor's performance or work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which has caused by the sole negligence or willful misconduct by the City.

Minimum limits of insurance are \$1,000,000 for General Liability, Automobile Liability, Employer's Liability and Error s and Omissions. The insured party will need to supply an endorsement naming the City of Lathrop as an additional insured. This documentation must be provided to the City of Lathrop - at submission of application. Any exceptions to the insurance requirement must be approved in writing by the City of Lathrop.

8. Scheduling and use of facilities and events are subject to availability of requested facilities and do not have preference over City programs and activities or previous commitments to outside parties.
9. Reasonable steps must be made by the permittee to minimize impacts to the City of Lathrop facilities, programs and residents.
10. Within thirty (30) days of completion of the totality of the reservation for which a fee waiver was given, for future consideration of fee waivers, the permittee should provide a written report to the Parks & Recreation Commission, to include at a minimum; number of participants; event revenue and expenses; and if any benefit to the City.
11. Failure to abide by the rules and procedures as set forth in this document may result in the respective permittee being denied for future fee waiver requests.