

City of Rio Vista



Fee Waiver for Facility Use Permits, and Event Permits Policy

Adopted January 17, 2023

The City of Rio Vista recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, and to provide uniform and consistent guidelines for a Fee Waiver Request within the City the following guidelines have been established for determining when permit and facility fees may be waived. In-kind services may be considered only if the City is a sponsor or co-sponsor of an event.

Fees charged for the use of City facilities (Facility Use Permit Fees) or for a special event held on or impacting public right of way (Special Event Permit Fees) 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 events or 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 Rio Vista. Fee waiver requests for the ongoing use of City facilities by other governmental agencies will be sent to City Council for consideration.

II. Department Sponsored Program

A. Fees may be waived for events and programs that are sponsored or co-sponsored by the City. The City Council may choose to sponsor or cosponsor an event or program if the City Manager determines that all of the following criteria are met:

1. The organization/agency requesting sponsorship by the City has a 501(C) status;
2. Appropriate recognition as Sponsor or co-Sponsor of the event or program is provided for the City of Rio Vista on all promotional materials and at the event or program; and
3. All resources provided by the City in sponsorship of the event (fee waiver or in-kind service) must be provided for within the Department's current budget allocations without a reduction or increase of services or costs.

III. 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 or his/her designee determines that all of the following criteria are met:

1. The organization is requesting use of a City facility for an event that full benefits the community organization, and

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; and
3. The proceeds generated from the event in which the fees are proposed to be waived by an organization will not be used for administrative costs (i.e. salaries, benefits, membership).
4. The program or event is of significant value to the community or to a significant portion of its residents; and
5. The event or program is open to the public and is in compliance with the City's non-discrimination policy; and
6. A fee shall not be charged at the event or program.

B. The waiver of fees does not relieve the facility user of insurance requirements and requirements related to providing security guards, where applicable.

For all uses, the following standards will apply.

- I. Good cause exists and substantial evidence supports conclusions that fees would be a burden on the agency and will not be recoverable through fee for service or other method.
- II. Scheduling and use of facilities and events are subject to availability of requested facilities.
- III. Reasonable steps shall be made by permittee to minimize impacts to City facilities, programs and residents.
- IV. The City Manager may, at his discretion, place conditions upon the permit to minimize impacts to facilities or costs to the City or to restore facilities used to pre-event condition.

Appeals

All decisions of the City Manager may be appealed to the City Council for review. If the Council finds that the City Manager's interpretation of the fee waiver policies for an appealed request are not consistent with the intent of these guidelines or are not in the best interest of the community the City Council may overturn the decision of the City Manager.

Auditing

Staff will provide quarterly reports to the City Council regarding all fee waivers that have been approved or implemented during the past quarter.

City of Rio Vista

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 Rio Vista Youth

_____ 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: _____

City of Rio Vista

FEE WAIVER REQUEST
ORGANIZATION FINANCIAL STATEMENT &
EVENT FINANCIAL STATEMENT

Organization Name: _____ Tax ID #: _____

Organization Contact: _____ E-mail: _____

Address: _____

Phone: _____ Fax: _____

Organization's Fiscal Year Begins: _____, 2010 and Ends _____, _____.

Signature _____ Date _____

Total Amount Currently In Organization's Checking and Savings Account \$ _____

Total Amount Currently Invested In CD's, Other Investments \$ _____

ANTICIPATED INCOME IN CURRENT FISCAL YEAR:

Memberships and/or Dues	
Donations and/or Gifts	
Fundraisers	
Grants	
Interest Income	
Other:	
TOTAL	

ANTICIPATED EXPENSES IN CURRENT FISCAL YEAR:

Rent, Facility Expenses	
Office Supplies, Postage, Printing	
Other Supplies	
Advertising	
Activity Costs	
Other:	
Other:	
Other:	
TOTAL	

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	