

# City of Rio Vista



## Fee Waiver for Facility Use Permits, and Event Permits Policy

Adopted July 1, 2010

*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.*

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 a valid non-profit with 501(c) status and is requesting use of a City facility for an event that fully benefits the community not the 501 (c) organization or its members; (only applicable to Rio Vista non-profit organizations), 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 a non-profit 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. If a fee is charged at the event or program, a reasonable portion of the proceeds as determined by the City Manager will be paid to the City to offset department costs created by 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**

Please do not alter the form.

**Organization**

**Name:** \_\_\_\_\_

**Organization Contact:** \_\_\_\_\_

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

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

**Phone:** \_\_\_\_\_

**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.

**City of Rio Vista**

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager, City of Rio Vista

**ORGANIZATION FINANCIAL STATEMENT &  
EVENT FINANCIAL STATEMENT**

**Organization Name:** \_\_\_\_\_ **Tax ID #** \_\_\_\_\_

**Organization Contact:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Organization's Fiscal Year Begins:** \_\_\_\_\_, **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:	
<b>TOTAL</b>	

**ANTICIPATED EXPENSES IN CURRENT FISCAL YEAR:**

Rent, Facility Expenses	
Office Supplies, Postage, Printing	
Other Supplies	
Advertising	
Activity Costs	
Other:	
Other:	
Other:	
<b>TOTAL</b>	

## EVENT FINANCIAL STATEMENT

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**PROJECTED REVENUE FROM THE EVENT:**

Fundraising	
Donations	
Admission Fees, Ticket	
Advertising Revenue	
Raffle, Auctions	
Other:	
Other:	
<b>TOTAL</b>	

**PROJECTED INCOME FROM THE EXPENSES:**

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