


ATTACHMENT 2

	<b>City of Maricopa COMMUNITY SERVICES POLICY</b>	Effective Date: 1/20/15
		Policy Number: PRL 15-01
		Prior Revision Date: N/A
<b>Fee Waiver Policy</b>		

**Purpose**

The Community Services Department charges for programs, events and rentals of facilities that are coordinated through the department. The goal for the fees and charges is to assist with cost recovery associated with parks, facilities and programs. The costs involved in running programs and events include staff time, supplies, contract services, utilities, rental charges, liability insurance and advertising. The costs associated with facility rentals are staff time, set-up, tear down, supplies, utilities, liability insurance and advertising.

The City of Maricopa recognizes the importance of providing support for community programs and events that are held for the general economic benefit of the City's business community and those organizations serving our residents. The City provides limited assistance through in-kind sponsorships to local organizations in support of community programs.

This policy addresses the requests that are received by the Community Services Department for waiving departmental fees that have been set by the City Council.

**Scope**

This policy covers the City of Maricopa recreational fees including, but not limited to:


- Rentals
  - Facility
  - Ramada
  - Field or Court
  - Portable Stage
- Miscellaneous Charges
  - Special Event Fees
  - Lights

**Policy**

The waiver or reduction of fees is available through the following established procedures:

**Procedure**


1. All requests for fee waivers, reduction or special consideration must be received in writing by completing a Fee Waiver Request Form.
2. Requests should be submitted no less than thirty (30) days and no more than six (6) months before the event date. If a Special Event Permit is required, the request should be submitted no less than sixty (60) days and no more than six (6) months before the event date. Consideration should be given as to meeting schedules and lead times for getting items placed on meeting agendas.

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3. Scheduling and use of City facilities are subject to the availability of the requested facilities.
4. Once the Fee Waiver Request Form and relevant event information (or completed Special Event Permit Application, if required) is received by the Community Services Department, the request is placed on the agenda of the next Parks, Recreation and Libraries Advisory Committee (PRL) meeting. The requestor or an authorized designee is required to attend the meeting to present their request and be prepared to answer any questions relating to their event.
5. The findings of the PRL may also be presented to City Council for consideration.
6. For events occurring under special circumstances, the City Manager is given latitude to allow those types of event to occur.

**Program Parameters**

1. Fee waivers will only be considered for programs and events that are open to the general public.
2. Participants must receive some intrinsic cultural, educational, recreational or entertainment value from the program or event.
3. Requests for fee waivers must be for programs or events operated by an organization as opposed to a contribution to an organization's general operating expenses.
4. Requests for fee waivers from an individual, group or organization is limited to two (2) programs or events within a twelve-month period by the same applicant for the same event.
5. If a deposit is required, the fee waiver does not include waiver of any deposit. Deposits will be refundable if the area is cleaned and there are no damages.
6. Typically direct costs incurred by the city on behalf of the event are not waived. Direct costs include, but are not limited to, staff time, supplies, liability insurance and advertising for the program or event.
7. Applicants must adhere to all applicable rules, regulations, laws and ordinances.
8. Any program or event must conclude and participants must be out of the area by the time specified on the application. Failure to vacate at the end of the reservation may result in additional fees to cover additional rental and/or staff time as well as denial of future requests for a fee waiver or rental.
9. Each group will be responsible for the set-up and clean-up of the area. The group must leave the area in the same configuration at the end of the groups use of the area. Failure to clean up after the program or event may result in additional fees to cover staff time and/or denial of future requests for a fee waiver or rental.

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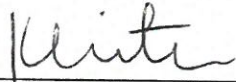
10. Agencies and groups supported through the City's Non-Profit funding program are not eligible for additional fee waivers.

**Responsibilities**

Fee waivers or reductions do not eliminate the requirements to obtain a Special Event Permit or other necessary permits or insurance requirements associated with the program or event.


The appropriate Permit will be issued confirming approval of the request. The permit holder must be present during the event and retain an approved permit during the event.

Policy Prepared by:

  
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3/2/15  
 Date

Policy Approved by:

  
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 Gregory E. Rose  
 City Manager

3/10/15  
 Date

