

## **FEE WAIVER POLICY**

1. Any organization within the City of Atwater having non-profit status, may utilize the Atwater Community Center, Veterans Park Pavilion, Bloss Home and/or Grounds or City owned facilities for events with only direct staff costs being charged to that organization (Required insurance and appropriate cleaning deposit shall not be waived).
2. In order for an event to qualify for rental fees being waived, it shall be of a nature whereby the benefit of the event will potentially serve the entire community and/or involve all City residents who are interested in this event. Examples may include fund raising events by local service club organizations for community-wide projects or local youth serving organizations, such as the Boys and Girls Club or Atwater Youth Soccer, etc., which hold fund raising events that directly benefit the children who participate in their programs.
3. On occasion, as in the case with the Atwater Chamber of Commerce, the City Council may elect to co-sponsor a community-wide event such as the Fall Festival. In this instance, all fees including rental, cleaning deposit and direct staff costs may be waived (Required insurance shall not be waived).
4. All organizations requesting a fee waiver must first do so in writing addressed to the Atwater Parks and Recreation Commission. The content of said letter should include date and time of event, facility requested and a brief description of the event to be held. All requests will be considered at the next regular monthly meeting of the Atwater Parks and Recreation Commission. If necessary, fee waiver requests may be subject to City Council approval/denial.
5. Any damages to facilities or additional cleaning that must be performed to restore facility to original condition will be charged to the user's cleaning deposit. In the event that repair and/or cleaning costs exceed the deposit amount, users group will be held financially responsible and billed accordingly.
6. Upon request by the Director of Community Services Department, user groups may have to provide proof of non-profit status. Groups that qualify under U.S. Tax Code 501(c) (3) would be considered eligible organization for waiver of rental fees.