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FNSBPR 20.01.03
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Effective: 7/1/2013

DEPARTMENT OF PARKS AND RECREATION FEE POLICY FOR NON-GOVERNMENTAL ORGANIZATIONS

I. GENERAL

This policy establishes parameters for fee discounts and the issuance of fee waivers for temporary use of Borough Parks and Recreation facilities per Borough Code, Section 3.50.010 as it applies to non-governmental organizations.

II. PURPOSE

The purpose of this policy is to provide an equitable method to identify eligible organizations, implement fee discounts, provide for fee waivers and maximize recreational and organizational use of facilities; while recovering a portion of the costs associated with the supervision and operation of the facility and maintaining fiscal responsibility.

III. RESPONSIBILITY

The Parks and Recreation Director shall ensure that the department follows the procedures set forth in this policy.

IV. QUALIFYING CRITERIA

- A. Organization must meet the following qualifications to be eligible for a discount:
- Be a community-based non-profit
 - Possess an IRS non-profit designation **OR** be classified as a tax-exempt entity by the IRS
 - Engage in charitable, educational or civic pursuits
- B. Organizations must provide documentation that they qualify in the criteria listed above. Organizations that do not meet the criteria, or cannot provide such evidence will be required to pay the full fee amount as set by the Borough Assembly.
- C. Discounts will only apply to borough facilities that are listed with discounts in the Fee Schedule, Appendix E for the FNSB budget. Discounts will not apply to other non-listed rentals (ice rinks, pools, athletic fields, etc.)
- D. Organizations that are under a Use Agreement or other contract with the Parks and Recreation Department will be exempt from this Policy, unless specified differently in the contract.

- E. If organizations meet the qualifying criteria, there will be no need to complete a Fee Waiver Form. The discounted rate will be applied automatically.

V. DISQUALIFYING CRITERIA

- A. Organizations which engage in influencing legislation, elections or supporting campaigns for candidates for political office as a substantial part of their activities are ineligible for discounts or waivers.
- B. Organizations which transfer any portion of their net earnings to the benefit of any private shareholder or individual, or otherwise engage in a business or commercial activity for the purpose of making a profit are ineligible for discounts or waivers.

VI. DISCOUNT POLICY

- A. It is the policy of the FNSB Parks and Recreation Department to offer partial discounts to all qualifying agencies and organizations as described in Section IV. These discounts, if qualified, will not require a Fee Waiver Form to be completed.
- B. For events or activities that qualify, and are fund-raising in nature, non-profit organizations will not have to pay the percentage of profit normally required.
- C. It is intended by this policy that there be no full waivers of cost, and non-profit agencies will be required to pay their rental fees and any other charges prior to holding their event, in accordance with the department booking policy.
- D. For qualified non-profit organizations, the discounted rate will be 50% of the regular rate. For qualified non-profit organizations whose PRIMARY mission is in a youth-serving capacity, the discounted rate will be 75% of the regular rate. Youth-serving organizations must show, by mission statement or other means, a PRIMARY youth-serving connection.

VII. WAIVER POLICY

- A. If a qualified non-profit organization believes that it cannot pay the reduced fee amount, the organization may complete a Fee Waiver Form. This form must explain the extraordinary circumstances that would require a complete waiver. This form will be forwarded to the Mayor's office for his/her approval. The Mayor's office may grant a full waiver, or may designate another further discounted amount.
- B. Fee waivers are for temporary use only. Per Borough Code, organizations requesting permanent or regular use are not eligible for a fee waiver. Permanent use is defined as any regularly occurring daily, weekly or monthly event or activity. Temporary use is defined as an event or activity that is less than one (1) month in duration, and does not reoccur.
- C. No Waiver will be considered for a rental less than \$50.

- D. In addition, fees may be completely waived for:
- I. Agencies that partner with, or are co-sponsored by, the Parks and Recreation Department. Partnerships or sponsorships must be arranged by contract, and the borough must derive a direct benefit by the arrangement. This is typically accomplished by advertising exposure, but may include other terms specified in the Sponsorship Contract.
 - II. Use of meeting rooms by commissions, committees, or sub-committees acting under the authority or direction of the Fairbanks North Star Borough.
 - III. Facility use per maintenance or user agreements.

VIII. PROCEDURE

- A. If an organization meets all of the qualifying criteria, no Fee Waiver Form is needed. Organizations will, however, still need to complete a Rental Application and provide the required proof of qualifying status, as well as any other required documentation.
- B. For organizations that do not meet the qualifying criteria or who otherwise will be requesting a Fee Waiver, the Fee Waiver Form must be filled out along with any documentation or statements as to why a fee waiver should be granted.
- C. If a Fee Waiver will be requested, the form must be received by the Parks and Recreation Department no less than 30 days prior to the date of the event. This form will be forwarded to the Mayor's office, along with a recommendation to approve or deny from the department. The borough will make a reasonable effort to process waiver requests received less than 30 days from an event, but cannot guarantee that a waiver will be issued.

IX. SUPPLEMENTAL INFORMATION

References

- FNSB Code Section 3.50.010
- FNSB Budget Fee Schedule, Appendix E

This policy supersedes the existing policy 20.01.03 "Fee Waiver Policy."