

CITY OF PENDLETON  
ADMINISTRATIVE RULE NO. 20

**SUBJECT: Waiver of Facility Rental Fee**

**APPLICATION:** All departments responsible for the scheduling/booking of City facilities for rental and collection of fees for that rental.

**POLICY:** Facility fees charged for the use of City facilities may be waived by the City in certain limited cases. Any applicant requesting such a waiver must submit the appropriate documents demonstrating that the applicant or intended use fall within the following categories:

Classification 1	100% of all fees waived	Meetings or activities sponsored by the City of Pendleton
Classification 2	Up to 100% of rental fees may be waived.	Events for groups engaged in promoting activities of benefit to the community. The event must be open to and free of charge for the public.
Classification 3	Up to 50% waiver of rental fee.	Events for organizations whose membership is open to the public but who operate for the benefit of their membership. The event must be open free of charge to the public.
Classification 4	No Waiver	Private events not open to the general public. For example: weddings, receptions, commercial activities.

**PROCEDURE:**

1. Submit a facility fee waiver request form 45 days prior to event, including supporting documentation such as applicant's 501c(3) or (c) (6) non-profit organization letter of determination.
2. Complete a Facility Reservation Permit application, including payment of the full security deposit. Security deposits are subject to refund and protect the City until the facility is vacated in good condition.
3. Submit a copy of the applicant's liability insurance naming the City of Pendleton as co-insured.
4. Submit a copy of any other documents as may be required by the Department Manager and/or his/her designee, including hold harmless agreements.

**Policies:**

1. Scheduling and use of facilities and events are subject to availability of requested facilities and do not have preference over City programs and activities or previous commitments to outside parties.
2. Fees for special requests, such as equipment, extra picnic tables, or field lights are not typically waived.
3. All recipients of a fee waiver shall acknowledge the City of Pendleton in all publicity relating to the event and be approved by the Director of Parks prior to release. Acknowledgement includes City logos in all advertising, promotional material and media releases.
4. Fee waiver requests less than \$300 are made at the department level, requests up to \$2,000 are made by the City Manager, and over \$2,000 requires City Council approval.
5. Fee waiver requests for the ongoing or annual use of City facilities will be sent to the Department Manager and then to the City Manager for consideration, if necessary.
6. Any denial of a request for waiver may be appealed to the City Manager by providing a written notice of appeal to the City Clerk within five (5) days from the date of the denial.

*Robb Corbett*

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*7/9/2015*

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## REQUEST TO WAIVE FACILITY RENTAL FEE

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_

Type of Organization:  Government  Education  Non-profit  For Profit  Other \_\_\_\_\_

If non-profit, have you attached your IRS letter of determination?  Yes  No

Name of Event: \_\_\_\_\_ Event Date & Hours: \_\_\_\_\_

Rental Fee Amount: \_\_\_\_\_

Please describe the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any additional partners or sponsors? \_\_\_\_\_

\_\_\_\_\_

Facility Date/Time Reserved: \_\_\_\_\_

Is the event open to the public?  Is there a fee to attend?

Is the event: a benefit?  for profit?

If this event is a benefit, describe the planned use of the proceeds? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Organization's Authorized Representative

Date

Submit this form to the Department Manager 45 days in advance of event date along with:

- documentation of non-profit status,
- completed facility reservation permit,
- documentation of liability insurance naming City of Pendleton as co-insured, and/or
- any additional documents required by the facility reservation permit, such as a hold harmless if serving/selling alcoholic beverages or approval to use amplified sound.