

Amended Auburn Area Recreation and Park District Fee Waiver Policy

XXIX. Policy & Procedures for Fee Waivers

Fee waivers may be granted to 501 c3 non-profit organizations and ARD co-sponsored events for once per year, annual events or rentals. The following rules will apply for Fee Waivers:

- A. A 30% fee, based on the current “A/B” rate, will be charged for all fee waivers.
- B. A 50% fee, based on the current “A/B” rate, will be applied to all groups that charge admission or do not meet at least one of the following criteria:
 - 1. The non-profit charity/agency must provide a service that complements or enhances services provided by ARD.
 - 2. There is an identifiable secondary benefit to ARD.
 - 3. The charity/agency provides a service that ARD could provide but chooses not to.
- C. ARD staff can approve fee waivers up to a dollar amount of \$2,000. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar.
- D. Fee waiver requests not in accordance with this policy can be appealed to the Board of Directors.
- E. The person or organization making the fee waiver request should be responsible for the following:
 - 1. Paying applicable custodial, set up/take down fee.
 - 2. Paying the alcohol fee, if applicable.
Special Events – paying the current rate per hour/person for staffing the event (one maintenance worker per 500 attendees).
 - 3. Special Events – events over 250 attendees require a dumpster.
 - 4. Special Events – events with 400 + attendees will require one portable toilet. Add 1 portable toilet for every 200 additional attendees.
 - 5. Special Events – in most cases the person/organization requesting the fee waiver will take care of trash, bathrooms, etc.

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