



Lathrop Parks, Recreation & Maintenance Services

390 Towne Centre Drive – Lathrop, CA 95330
Phone (209) 941-7360
www.ci.lathrop.ca.us

FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: _____

Contact Name: _____ Email: _____

Address: _____

Type of Organization: _____ 501(c 3, _____ 501(c)4, _____ Governmental Agency,
_____ Other; please specify: _____

Date(s) of event: _____ Facility(s) requested: _____

Name and Purpose of Event: _____

Describe Frequency of Event: _____

I have read the Facility Rental Fee Waiver Policy attached. I am applying for a fee waiver based on the understanding and belief that my organization qualifies based on criteria identified in the Facility Fee Waiver Policy.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Facility Fee Waiver Policy

Facility fees charged for the use of City facilities may be waived by the City of Lathrop, 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:

- Intergovernmental Cooperation: Other governmental agencies including, but not limited to other Municipalities or County agencies.
- Lathrop Non-Profit including 501(c)3 and/or 501(c)4 with valid status and a Lathrop address.
- Lathrop organization with Financial Hardship directly benefitting the Lathrop Community, such as a community group without non-profit status.

Any applicant requesting consideration of their waiver must do the following:

1. Submit a letter to the City of Lathrop on the organization's letterhead requesting the reason for the requested facility fee waiver. The letter must be signed by an authorized representative.
2. Complete a Facility Reservation Permit for a rentable space including indoor facilities, picnic shelters, and sports fields.
3. Submit certification of the applicant's 501(c)3 or 501(c)4 status, non-profit organization documents or any other applicable documents.
4. Submit a copy of the organization's mission statement.
5. Submit a copy of the organization's financial statement balance.
6. If approved, submit a copy of insurance naming the City of Lathrop as the Certificate Holder and an Endorsement stating, "The City of Lathrop, its officers, officials, agents and volunteers are to be covered as additionally insured."

All Facility Fee Waivers may be presented to the Parks and Recreation Commission for a recommendation and will be submitted to City Council for final consideration. Any denial of a request for Waiver may be appealed to the City Council by providing a notice of appeal to the City Clerk within five (5) days from the date of the denial of waiver by the Parks and Recreation Commission. The Council may affirm, reverse or modify a decision of the Parks and Recreation Commission based on the basis of the record of the evidence presented before the Parks and Recreation Commission as well as such additional evidence as may be submitted directly to the Council.

FACILITY FEE WAIVER CRITERIA

In determining a fee waiver, if a fee is to be waived, the following criteria should be considered:

1. The organization must show proof of valid 501(c)3 or 501(c)4. If not a non-profit organization, then a community service organization serving the City of Lathrop, benefitting the residents of Lathrop.
2. The organization must submit their policy showing that they do not deny participants/players due to their inability to pay registration or participation fees.
3. The imposition of fees would create a financial hardship on the organization or would have a detrimental effect upon the services provided to the public;
4. It is determined that the proposed request will have no significant impact on the facilities or department activities, that the permittee will provide volunteer services and materials to mitigate any impacts created by the event or program, or that the impacts are adequately offset by the public benefit provided by the program or event;
5. The City Council finds that the request provides a general public benefit to the community and the amount of the request is de minimis in nature and not subsidized from facility fees.
6. Certificate of Insurance:
General Liability Insurance must be submitted 30 prior to the event. The undersigned shall maintain general liability insurance in an amount no less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. Insurance certificate holder address should read "City of Lathrop, 390 Towne Centre Drive, Lathrop CA, 95330."
Undersigned's general liability policies shall be endorsed to provide that "City and its officers, officials, employees, agents, and volunteers shall be additional insured" under such policies with coverage at least as broad as ISO form CG 20 10 or CG 20 26.

7. 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.
8. Reasonable steps must be made by the permittee to minimize impacts to the City of Lathrop facilities, programs and residents.
9. Within thirty (30) days of completion of the totality of the reservation for which a fee waiver was given, for future consideration of fee waivers, the permittee should provide a written report to the Parks & Recreation Commission, to include at a minimum; number of participants; event revenue and expenses; and if any benefit to the City.
10. Failure to abide by the rules and procedures as set forth in this document may result in the respective permittee being denied for future fee waiver requests.