



City of Sugar Land
Parks & Recreation Department

**FACILITY FEE EXEMPTION
DEPARTMENTAL POLICY AND PROCEDURE**

Effective 01/01/06

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CITY OF SUGAR LAND
INTER DEPARTMENTAL POLICY AND PROCEDURE

POLICY NUMBER 1520-06-01
January 1, 2006

FACILITY FEE EXEMPTIONS

PURPOSE

To establish procedures for the Parks and Recreation Department to exempt Park building rental fees for Eligible Organizations that provide benevolent services to Sugar Land residents.

SCOPE

This policy applies to Eligible Organizations whose efforts are charitable in nature and whose mission and efforts benefit the residents of Sugar Land.

AUTHORITY

This policy and procedure is established, directed and authorized by the Parks and Recreation Director.

POLICY

In accordance with the City Council approved Fee Ordinance the Parks and Recreation Department may exempt Park building rental fees for Eligible Organizations that serve a charitable purpose to Sugar Land residents.

PROCEDURES

A. Definitions:

Charitable Organization means an organization that provides relief to the poor, the distressed, or the underprivileged.

Eligible Organization means a Nonprofit Organization located within the City of Sugar Land with at least 51% of the membership being comprised of Sugar Land residents.

Fundraiser Event means an event that generates money for the expressed benefit of Sugar Land residents.

Meeting or Activity means a function that is hosted in a Park building that is not a Fundraiser Event.

Nonprofit Organization means an organization that has been granted tax-exempt status

from the IRS, often referred to as a 501(c)(3) or 501(c)(4) organization.

Park building means a building that is owned or leased by the City and controlled by the City of Sugar Land Parks and Recreation Department.

Park facility means any land, athletic field, or other special use facility owned or maintained by the City for park and recreational activities, other than a Park building.

B. Application Process

Organizations requesting a fee exemption should submit a written request to the Director and include sufficient information regarding the organization and the Fundraiser Event, Meeting or Activity to allow the Director to make a determination under the guidelines of this Policy. Incomplete requests will be deemed denied until such time sufficient information is submitted to allow the Director to make a determination under this Policy.

Fee exemptions will be granted on an annual basis. Fee exemptions will commence October 1 and will extend through September 30 of each year.

Organizations that receive a rental fee exemption are required to comply with all Reservation and Facility Use Policies, including payment of a security deposit.

B1. Fundraising Events: Criteria for Determining Eligible Organization

1. Must be an Internal Revenue Service exempt entity, and
2. Organization must reside (or have a post office box address) in the corporate city limits of Sugar Land, and
3. Must demonstrate that a minimum of 51% of the membership reside in the Sugar Land corporate city limits, and
4. Organizations must have a charitable purpose, and
5. Must demonstrate that the fundraiser is for the expressed benefit of Sugar Land residents.

B2. Meetings and Activities: Criteria for Determining Eligible Organization

1. Must be an Internal Revenue Service exempt entity, and
2. Organization must reside (or have a post office box address) in the corporate city limits of Sugar land, and
3. Must demonstrate that a minimum of 51% of the membership reside in Sugar Land corporate city limits, and
4. Organizations must have a charitable purpose primarily directed at activities or persons located within the City of Sugar Land, and
5. Organization must provide the City of Sugar Land Parks and Recreation Department with their written application, bylaws, membership rosters, mission statement and evidence of their prior fiscal year's financial statement. Applications must include examples of prior acts of charitable service.

Organizations that do not qualify for an exemption under the preceding paragraph may qualify for an exemption from the requirement to pay the rental fees set forth in the Fee Ordinance Section 2-8 (c) for fundraising events where 100% of all the funds raised provide a direct charitable benefit to the City of Sugar Land or City residents.

C. Granting an Exemption

The Director may grant a fee exemption to an Eligible Organization for a Fundraiser Event for peak and non-peak Park building hours. The Director may grant a fee exemption to an Eligible Organization for a Meeting or Activity for non-peak hours.

The Director may require any organization or group hosting a Fundraiser Event for the benefit of another charitable organization to submit a letter of confirmation of support from the benefiting organization.

D. Appeal Process

An organization that is denied a rental fee exemption may appeal by submitting a request for review, in writing, to the Parks and Recreation Policy Advisory Board. The Board will review the appeal and make a recommendation to the City Manager.

E. Special Use of Facilities

The City of Sugar Land reserves the right to host other events and programs at all buildings and facilities. Eligible Organizations will be notified in advance of any events or programs that may conflict with their scheduled use. The City will make every effort to schedule special events during non-use time periods.

F. Condition of Use

1. Eligible Organization's primary or secondary representative must make any request for the reservation of a building or facility through the appropriate reservation application process.
2. Approval of the reservation does not include the availability or assistance of parks and recreation personnel or equipment.
3. The Parks and Recreation Department may cancel an event in the interest of insuring quality and safety of participants or attendees.
4. The decision to cancel fundraiser events, meetings and/or activities shall be made by the Director of the Parks and Recreation Department.
5. Additional trash receptacles and/or trash roll offs may be required. The Eligible Organization will incur all associated costs.
6. Additional restrooms may be required at the expense of the Eligible Organization.
7. The applicant will clean all areas exposed to debris or trash associated with the reservation.
8. If additional clean up is needed the applicant will be charged a City Council approved fee, which will be deducted from the security deposit.
9. Fundraiser Events will be assessed a security deposit based on the City Council approved special events security deposit.

FORMS

Facility Reservation Fee Exemption Application Form

ENFORCEMENT

The Parks and Recreation Director is responsible for the enforcement of this policy.



APPROVALS:

DIRECTOR: *Hal & Miller* DATE: Jan. 18, 2006

INITIATING DEPARTMENT: Parks and Recreation Department

