



**PARKS AND RECREATION
DEPARTMENTAL POLICY AND PROCEDURE
Policy Number: 1505-Facility Rental Fee Exemption Policy
Creation Date: 01/01/2006
Revised Date: 01/01/2026**

FACILITY RENTAL FEE EXEMPTION POLICY

PURPOSE

To establish procedures for Parks and Recreation to exempt Park building and/or facility rental fees for eligible organizations that provide beneficial services to Sugar Land residents.

SCOPE

This policy applies to eligible organizations whose efforts are charitable, not for profit purpose or educational 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 Director of the Parks and Recreation Department.

POLICY

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

DEFINITIONS

- **Charitable Organization** - refers to an organization that provides relief to the poor, the distressed, or the underprivileged.
- **Department** - refers to the City of Sugar Land Parks and Recreation Department.
- **Eligible Organization** - refers to 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** - refers to an event that generates money for the expressed benefit of Sugar Land residents.
- **Meeting or Activity** - refers to a function that is hosted in a Park facility or building that is not a Fundraiser Event.
- **Non-Peak Hours** – Monday 8am – Friday 5pm.
- **Nonprofit Organization** - refers to 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 Facility** - refers to any building, land, athletic field or other special use facility that is owned or leased by the City and controlled by the City of Sugar Land Parks and Recreation Department.
- **Peak Hours** – Friday 5pm through Sunday 10pm.

PROCEDURES

I. Application Process

Organizations requesting a fee exemption should submit via the Park Facility Fee Exemption Portal on the city website and include sufficient information regarding the organization and the Fundraiser Event, Meeting or Activity to allow the Department to make a determination under the guidelines of this policy. Incomplete requests are subject to denial until such time sufficient information is submitted to allow the Department to make a determination under this policy.

Fee exemption status shall be granted on an annual basis. Fee exemptions will commence January 1 and will extend through December 31. Organizations are required to complete a new application and submit the required documents each year.

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

II. Eligibility

- a. Be a non-profit organization with proof of qualification under the Internal Revenue Service Section 501(c)(3).
- b. Have an address within the corporate city limits of Sugar Land.
- c. Demonstrate that a minimum of 51% of the organization's membership resides in the Sugar Land corporate city limits through:
 - i. The organization's board of directors.
 - ii. The organization's membership.
- d. Have a charitable purpose primarily directed at activities or persons located within the City of Sugar Land.
- e. Demonstrate that the activity is for the expressed benefit of Sugar Land residents.
- f. Complete the Facility Fee Exemption Application via the Park Facility Fee Exemption portal on the city website.
- g. Provide copies of the following organizational documents:
 - Bylaws.
 - Proof of eligibility (i.e. board of directors, membership rosters, etc.).
 - Mission statement.
 - Financial statement of its prior fiscal year.

III. Granting an Exemption

The Administrative Manager may grant facility fee exemption to an Eligible Organization for peak and non-peak Park facility hours, and 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.

The Administrative Manager determines whether an applicant meets the eligibility criteria to be qualified as an Eligible Organization based on both the submitted application and supporting documents.

IV. Disqualification & Appeal Process

- a. Organizations that do not qualify for an exemption based on the above stated criteria may qualify for an exemption from the requirement to pay the rental fees set forth in the Fee Ordinance Section 2-136(6) for fundraising events where 100% of all the funds raised provide a direct charitable benefit to the City of Sugar Land or the residents therein.

- b. An organization that is denied a rental fee exemption may appeal by submitting a request for review, in writing, to the Parks, Arts, Recreation, Culture and Streetscapes (PARCS) Advisory Board. The PARCS Advisory Board shall review the appeal and make a recommendation.

V. 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 shall be notified in advance of any events or programs that may conflict with their scheduled use. The City shall make every effort to schedule special events during non-use time periods.

VI. Conditions of Use

- a. An 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.
- b. Approval of the reservation does not include the availability or assistance of parks and recreation personnel or equipment.
- c. The Parks and Recreation Department may cancel an event in the interest of ensuring quality and safety of participants or attendees.
- d. The decision to cancel fundraiser events, meetings and/or activities shall be made by the Director of the Parks and Recreation Department.
- e. Additional trash receptacles and/or trash roll offs may be required. The Eligible Organization will incur all associated costs.
- f. Additional restrooms may be required at the expense of the Eligible Organization.
- g. The applicant is required to clean all areas exposed to debris or trash associated with the reservation.
- h. If additional cleanup is needed the applicant shall be assessed a fee to be deducted from the security deposit.
- i. Fundraiser Events shall be assessed a security deposit based on the City Council-approved special events security deposit.

ENFORCEMENT

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

APPROVALS

PARKS AND RECREATION
INTERIM DIRECTOR
APPROVAL:



William Hajdik

DATE: 1/7/26

POLICY COORDINATOR:



Michelle Carroll, Administrative Manager

DATE: 12/19/25