

F.N.S.B. PARKS AND RECREATION DEPARTMENT APPLICATION FOR WAIVER OF RENTAL FEES

EVENT NAME / PURPOSE: _____

DATE(S)/LOCATION: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

CONTACT NAME: _____

PHONE NUMBER(S): _____ FAX NUMBER(S): _____

EMAIL: _____

STATUS OF ORGANIZATION (CIRCLE APPLICABLE ITEMS)

NON-PROFIT / TAX EXEMPT [U.S.C. 501(C)(3)]

NON-PROFIT / TAX EXEMPT # _____

- LONGER THAN ONE YEAR
 LESS THAN ONE YEAR
 NOT EXEMPT.

(TAX ID NUMBER)

*** NOTE: APPLICATIONS WILL NOT BE CONSIDERED UNLESS A COPY OF THE ORGANIZATION'S IRS DETERMINATION LETTER IS ATTACHED.**

EVENT INFORMATION (CIRCLE APPLICABLE ITEMS)

PROPOSED EVENT IS:

- CHARITABLE
 GALLERY, MUSIC, LITERARY OR PERFORMING ARTS
 YOUTH AMATEUR SPORTS
 YOUTH DEVELOPMENT (E.G. BOY/GIRL SCOUTS, CAMPFIRE, 4-H, ETC.)
- SOCIAL WELFARE
 PUBLIC HEALTH OR SAFETY
 FNSB CO-SPONSORED

FEE CHARGED TO PARTICIPANTS: _____ ANTICIPATED ATTENDANCE: _____

OPEN TO THE PUBLIC: YES NO

JUSTIFICATION FOR RENTAL FEE WAIVER (APPLICATIONS ARE NOT COMPLETE WITHOUT AN EVENT BUDGET):

TYPE OF RENTAL FEE WAIVER REQUESTED (CHECK APPLICABLE ITEMS)

- FACILITY RENTAL FEE PERCENTAGE OF SALES TOTAL RENTAL FEE WAIVER

CHECKLIST:

- SUBMISSION DATE IS AT **LEAST** 10 DAYS
PRIOR TO EVENT?
 IRS LETTER OF DETERMINATION
 EVENT BUDGET ATTACHED

OFFICE USE ONLY

MANAGER REVIEW

RECOMMENDED Y N _____
INITIALS DATE

DEPARTMENT REVIEW

RECOMMENDED Y N _____
INITIALS DATE.

I CERTIFY THAT NEITHER OUR ORGANIZATION NOR THIS EVENT ENGAGE IN PROPAGANDA, INFLUENCE LEGISLATION, ELECTIONS, OR SUPPORT CAMPAIGNS FOR CANDIDATES FOR POLITICAL OFFICE AS A SUBSTANTIAL PART OF OUR ACTIVITIES.

BOROUGH MAYOR REVIEW
 APPROVAL / DISAPPROVAL

SIGNATURE _____

DATE _____

 APPLICANT SIGNATURE

 DATE

 TITLE/POSITION

EVENT NAME: _____

EVENT DATE(S): _____

SPONSORING ORGANIZATION: _____

EVENT BUDGET

REVENUE	AMOUNT	EXPENSES	AMOUNT
EARNED INCOME		PERSONNEL	
MERCHANDISE SALES			
ADMISSION			
FOOD & BEVERAGE SALES			
BOOTH SPACE		SUPPLIES	
DONATIONS		RENTALS	
		FACILITY	
		EQUIPMENT	
SPONSORSHIPS			
		ADVERTISING	
OTHER REVENUE		OTHER EXPENSES	

TOTAL EVENT REVENUE		TOTAL EVENT EXPENSES
COMMENTS:		

PARKS AND RECREATION FEE WAIVER POLICY

I. GENERAL

A. This policy establishes parameters for issuance of fee waivers for temporary use of Borough Parks and Recreation facilities as per Borough Code, Section 3.50.010

II. PURPOSE

A. The purpose of this policy is to provide an equitable method to identify eligible organizations, implement the issuance of temporary fee waivers, in full or in part, and maximize recreational and leisure use of service-oriented facilities while maintaining fiscal responsibility.

III. RESPONSIBILITY

A. The Parks and Recreation Director shall ensure that the department staff follows the procedures set forth in this policy.

IV. POLICY

- A. Only community based, non-profit organizations considered exempt under I.R.S. 501(c)(3), and in existence for at least one year, or agencies or instrumentalities of federal, state or municipal governments are eligible for fee waivers.
- B. Organizations which engage in propaganda, influencing legislation, elections or supporting campaigns for candidates for political office as a substantial part of their activities are ineligible for fee waivers, as are organizations which transfer any portion of their net earnings to the benefit of any private shareholder or individual.
- C. The Borough will accept fee waiver requests for amounts greater than \$50.
- D. In addition, fees may be waived for:
 - i. Programs or facility uses which the Fairbanks North Star Borough Director of Parks and Recreation determines to be of such low revenue producing potential that the costs of fee calculation and/or collection would outweigh any revenue gained.
 - ii. Use of meeting rooms by committees or sub-committees acting under the authority or direction of the Fairbanks North Star Borough.
 - iii. Facility use per maintenance agreements.

V. PROCEDURE

- A. Applications must be received by the Division Manager no less than ten days prior to the date of the event.
- B. An application shall include a copy of the applicant organization's IRS Letter of Determination.
- C. The Division Manager must forward a recommendation through the Department Director to the Mayor for approval or disapproval of the application.

VI. SUPPLEMENTAL INFORMATION

- A. References-
 - i. FNSB Code Section 3.50.010