



# FEE WAIVER SUMMARY

Department of Parks, Recreation & Marine (PRM)

## RESPONSIBILITY

- Fees may only be waived by the Parks & Recreation Commission (PRC) by majority vote
- Application and fees must be submitted prior to event and at least 15 days prior to PRC meeting

## FEEES ELIGIBLE FOR WAIVER

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Application fees</li> <li>• Administrative fees</li> <li>• Participant fees</li> <li>• Permit fees</li> </ul> | <ul style="list-style-type: none"> <li>• Permit to gather fees</li> <li>• Facility use fees</li> <li>• Facility rental fees</li> </ul> |
|--|--|

Note: PRM cannot waive Special Events or other department fees

## ELIGIBILITY FOR WAIVER

The PRC may waive fees for an organization, individual or program if it is determined that the event or program meets all of the following (see section 5.0 of the Fee Waiver Policy):

- Is open to the public and is in compliance with the City’s non-discrimination policy; and
- Is consistent with Department mission, values, and objectives; and
- Is of significant value to the Long Beach community or Department; and
- Is impacted by fees that cause significant financial hardship or would have a detrimental effect upon the service(s) provided to the public; and
- Has no detrimental impact on existing facilities or department activities and permitted organization will provide in-kind services to offset actual cost (or mitigate impacts) to City; and
- Application submitted prior to event date and there is no evidence of previous violations of the Fee Waiver Policy.

Qualifying organizations may include the following (see section 5.2 of the Fee Waiver Policy):

- Agencies who provide an event or service that is free and open to the public benefiting the Long Beach community/charity; or
- Long Beach based organization (charge minimal fee service/program) with significant community benefit;
- Permitting organization, private individual or business will not make a profit; or
- Agencies who charge fees to fundraise for charitable cause must pay a portion of the proceeds to City (if proceeds exceed permitting costs by more than 100%); or
- If fund raising is involved, adequate proof that the donation was given to the charity of choice and provided to PRC.

## ELIGIBILITY FOR EXEMPTION

Exempt organizations or individuals must meet one or more of the following criteria (see section 6.0 of the Fee Waiver Policy):

### Intergovernmental Cooperation

- Governmental agency who must perform its duties to meet resident needs/concerns
- Activities do not impact PRM’s services

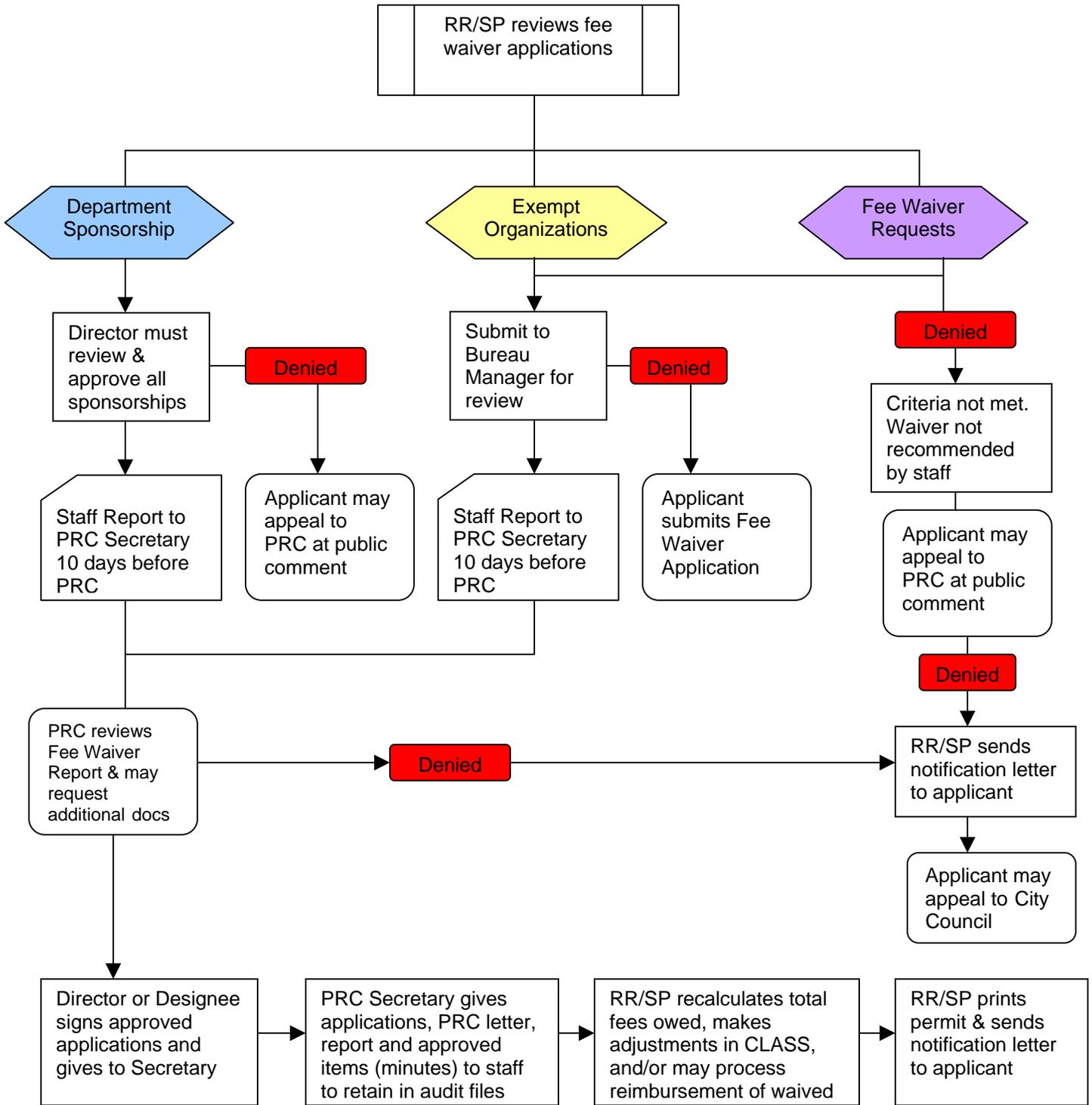
### Department Sponsored

- Consistent with PRM mission, values, and objectives
- Activities do not impact PRM’s services
- Sponsored by another City Department
- City promoted as Event Co-sponsor and recognized at event
- Reciprocal Use Agreement, Lease, Finding of Mutual Benefit, or Memorandum of Understanding with the City \*

\*Includes contract class instructors, program operators currently under contract, and leaseholders in good standing with valid contracts. See Reverse Page Rev 5-10-13



# FEE WAIVER APPLICATION PROCESS



RR = Registration/Reservations      SP = Sports Permits  
 PRC=Parks & Recreation Commission

# FEE WAIVER APPLICATION PROCESS

RR = Registration/Reservations      SP = Sports Permits  
PRC=Parks & Recreation Commission