



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL  
COMMISSION

DATE: May 4, 2010  
TO: Parks, Recreation, Marina & Cultural Commission  
FROM: Karen L. Majors, Assistant City Manager  
Michelle Wierschem, Recreation Manager  
SUBJECT: Park Use Fee Waiver Policy

**RECOMMENDATION**

Recommend approval of the Park Use Fee Waiver Policy (**Attachment A**).

**BACKGROUND**

As part of the purview of the PRMCC is the review and consideration of request to waive fees for use of parks. In an effort to help guide the review and approval process of these requests the Commission has requested that staff formulate a policy for the Commission's consideration that take into account that the event is serving and benefiting, the connection of the non-profit to Martinez residents. Staff has reviewed policies from several communities and put together a policy that gives the Commission latitude to waive fees and some parameters for those groups or events that should be eligible for consideration. The policy shown in **Attachment A** is the proposed Park Fee Waiver Policy. Staff believe this policy balances staff administrative resources, group need and community benefit to the waiving of fees. It also allows to the Commission the flexibility to determine the amount of fee waiver on a case by case from 0% to 100% of the Park Use Fee.

A critical change from past practice is the demonstration of proof that paying the park fee would cause the non-profit group hardship and jeopardize the event. This key criterion helps balance need and ability to help pay for the cost associated with use of the park. Some fundraisers held in parks bring in large sums of money which in turn means the group could pay for the expenses associated with use of the park. Impacts to parks from these events include increase cost include garbage removal and increased use of bathroom supplies/clean-up are all impacts that generate cost to the City.

Attachments: Attachment A Park Use Policy

## Park Use Fee Waiver Policy

### Eligibility

There are four types of users that are eligible for Park Use Fee Waiver:

1. Martinez School use – Uses submitted by the MUSD for the purpose of serving their students.
2. Non-profit Community Groups: These groups have 501(c) status in good standing with the State and meet the following:
  - 25% of members are Martinez Residents
  - Event or activity has a community wide benefit
  - Paying fee would create a financial hardship for the group that would endanger the group's ability to conduct the event.
3. City Co-sponsored Groups/Events – Groups that receive regular financial support from the City or Events in which the City is participating as key supporter of the event.
4. Community Fundraiser– This category is targeted for events put on by Martinez Residents for impromptu fundraisers in which all the proceeds go to the cause and the event is open to the public.

### Review and Approval

All Martinez School use permits fitting the #1 Eligibility definition of use will not come to PRMCC and will be approved administratively

Users that meet the definition of use or user #2 through #4

- Application for Park Use Fee Waiver must be received 30 days in advance
- The PRMCC reviews and approves/denies Park Use Fee Waiver Applications at the regular PRMCC meetings
- PRMCC may waive any portion of fees up to 100%

### Procedure

- Complete a Park Use Reservation application and submit deposit
- Complete a Special Request Form 30 days prior to the event
- Attend PRMCC Meeting Review of Application