

RESOLUTION
(30-2013)

**A RESOLUTION OF THE FAIRVIEW CITY COUNCIL ADOPTING A FEE POLICY
FOR THE USE OF CITY HALL AND COMMUNITY CENTER MEETING AREAS.**

WHEREAS, the Fairview City Council desires to allow waiving fees for the use of city-owned meeting spaces; and

WHEREAS, a policy has been developed which provides a method for staff to equitably issue fee waivers for the use of facility meeting spaces; and

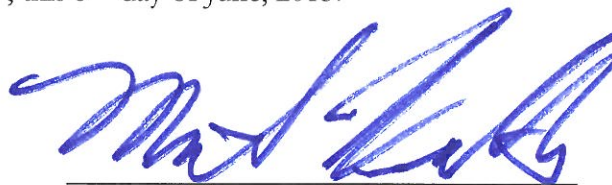
WHEREAS, the Fairview City Council is in support of the Facility Use Fee Waiver Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS
FOLLOWS:**

Section 1 The City Council hereby adopts the Facility Use Fee Waiver Policy as detailed in Exhibit A.

Section 2 This resolution is and shall be effective from and after its passage by the Council.

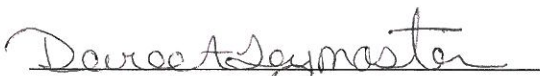
Resolution adopted by the Fairview City Council , this 5th day of June, 2013.



Mayor, City of Fairview
Mike Weatherby

ATTEST

June 6, 2013
Date



City Recorder, City of Fairview
Devree Leymaster

EXHIBIT A

Facility Use Fee Waiver Policy

General

This policy establishes parameters for waiving or reducing required fees associated with the use of the Fairview Community Center or Fairview City Hall meeting spaces.

Purpose

The purpose of this policy is to provide an equitable method for issuing fee waivers, in full or in part, for use of City facilities.

Responsibility

Approval of an application for fee reduction, waiver and special consideration are determined by the City Administrator or Designee who shall ensure that department staff follow the procedures set forth in this policy.

City Facilities:

Fairview Community Center
Fairview City Hall Council Chambers
Fairview City Hall Heslin Room

Policy General Principles

- Fee reductions or waiver applications must be submitted with a Facility Use Application Request.
- Use of City Hall Council Chambers or Heslin Room Conference Room does not include the use of City Staff break rooms or City Council workroom.
- Agreement for use of City facilities does not include use of IT equipment (screens, microphones, projectors). These are separate request and subject to deposits and rental fees.
- Scheduling and use of City facilities is subject to availability of the requested facility.
- Fee waivers will not affect the obligation of the facility user to comply with all requirements associated with facility use including city codes, ordinances, regulations or other applicable governmental regulations, state or federal law.
- Organizations or groups requesting a fee waiver for the use of city facilities must advance or be compatible with one of the following principles: Safety, Quality of Life, Health, Education, or Community Enrichment.
- Organizations that discriminate on the grounds of race, color, national origin, ancestry, age, gender, or disability will not be eligible.
- If it is determined that an organization does not meet the criteria for fee waivers, the organization may request a re-consideration by the City Council at no cost.
- \$5 cleaning fee will be applied per hour of use for groups larger than 25 and will not be waived.

- Waiving of rental fees limited to the first 6 hours of use per month.
- Security deposits will not be waived for groups larger than 10 but may be reduced for groups smaller than 10.
- Youth based groups (members 18 years old and under) and senior citizen based groups (65 and over) are subject to Table B below.

Fee Waiver Criteria (must meet the above stated general principals and one of the following):

- Organization or group is a locally based, nonprofit corporation registered with the state of Oregon or is a federally recognized 501(c)(3).
- Organization or group pertains to City business or public safety and benefits a City department or facility.
- Organization or group is youth-based (members are 18 and under) and is a nonprofit corporation registered with the state of Oregon or is a federally recognized 501(c)(3). (see specific fee schedule)

Not Eligible for Facility Use Waiver:

- Individuals
- Organizations or groups which are not incorporated
- Private functions
- Political parties, lobby groups, or religious groups.
- Organizations or groups based outside the Fairview City limits (unless the demonstrated benefit are primarily to residents of Fairview)
- Nonprofit groups or organizations who charge for attendance when event is not of a fundraising nature.
- Organizations or groups who have not satisfactorily fulfilled their obligations from previous City of Fairview Facility Use

Table A-
Fees for Use of City Facilities:

Organization Type	Refundable Cleaning Deposit	Non-Refundable Room Use Rental Fees (Half-day= 9am- 3pm, 4pm-10pm)
Private Fairview Resident	\$150	\$20 per hour \$75 Weekday Half-Day \$100 Weekend Half-Day \$200 Full Day (any day of week)
Private Non-Fairview Resident	\$150	\$25 per hour \$150 Weekday Half-Day \$200 Weekend Half-Day \$350 Full Day (any day of week)
Government Agencies	\$150	\$10 per hour \$20 Weekday Half-Day \$30 Weekend Half-Day \$50 Full Day (any day of week)
Non-Profit Organizations/Groups	\$150	\$10 per hour \$20 Weekday Half-Day \$30 Weekend Half-Day \$50 Full Day (any day of week)
Additional Fees:		
*Cleaning Fee for groups larger than 25	\$5 per hour of use	Not subject to fee waiver request

**Table B-
Facility Use Fees for Youth based and Senior Citizen Based Nonprofit groups or organizations:**

Organization Type	Refundable Key Deposit	Non-Refundable Room Use Rental Fees (Half-day= 9am- 3pm, 4pm-10pm)
Non Profit Youth Based Organization or Group (members are 18 years old or younger)	\$25	\$10 per hour (M-F) \$20 Weekday Half-Day \$30 Weekend Half-Day \$50 Full Day (any day of week) Waivers available: June-August: Monday-Thursday (Friday-Sunday use permitted as available) September-May: Sunday- Saturday <i>"Fee waived use" limited to 12 hours per month</i>
Non-Profit Senior Citizen Based Organization/Group (members are 65 years old or older)	\$25	\$10 per hour (M-F) \$20 Weekday Half-Day \$30 Weekend Half-Day \$50 Full Day (any day of week) Waivers available: June-August: Monday-Thursday (Friday-Sunday use permitted as available) September-May: Sunday- Saturday <i>"Fee waived use" limited to 12 hours per month</i>
Additional Fees:		
*Cleaning Fee for groups larger than 25	\$5 per hour of use	Not subject to fee waiver request