



CITY OF WHITE CLOUD

Fee Waiver Policy

1. PURPOSE

The purpose of this policy is to establish guidelines to be used to evaluate requests for fee waivers and to implement a structure and process through which consistent information for fee waiver requests will be collected and evaluated.

This policy is only applicable to fees related to Park Rentals, Special Events, and City Property Use.

2. BACKGROUND

Fee waivers are an expense to the City's General Fund. Fees are established to pay for the cost of a service provided by the city. When a fee waiver is granted, the city bears the cost out of the general fund. Only the city Council may grant a fee waiver request.

3. POLICY

The City Council, may, at their sole discretion, approve or disapprove fee waiver requests. Effective July 1, 2022, the following general guidelines will be used to assist in the determination of whether a requested fee waiver is eligible or ineligible.

Eligible for fee waivers

- The City of White Cloud Standing Committees, Council, and Community Events Groups. These groups are providing a direct service that is similar, or complementary to a city policy goal or direct service that the City is typically responsible for providing.
- Governmental agencies that do not receive tax funding and can demonstrate an inability to pay a city fee.

4. ELIGIBILITY

Eligible Applicants:

- Applicant must operate as a not-for-profit organization.

- Applicant must be in good financial standing with the City of White Cloud.
- Organization's mandate aligns with the city's priorities & goals.

Eligible Activities:

- Special event for which a community/public good can be demonstrated that is free of charge and open to the public. *Example of a Special Events: Street parade sponsored by the School District, such as a high school homecoming event. An event sponsored by the School District and provided a benefit to the entire community to promote community pride and spirit.*
- Meets all accessibility and safety requirements of the municipality.
- Programs that are free of charge to attendees that can demonstrate a benefit to a vulnerable population.
- Fundraising activities/events only when a portion of the funds raised will be directed back to a City of White Cloud or service in an amount equivalent to the waiver.

Ineligible Applicants:

- Individuals or unincorporated community groups.
- Vendors
- Commercial and for-profit organizations.
- Organizations of political affiliation.
- Organizations that did not fulfill their obligations during previous events or programs.
- Other governmental agencies – unless they can demonstrate an inability to pay for the city fee.

Ineligible Activities:

- An event/program that requires an admission fee.
- Activities where alcohol is involved.
- Fundraising activities that benefit one or multiple organizations or people.

5. FEE WAIVER REQUEST FORM

All fee waiver requests must include a Fee Waiver Request Form. The form may be obtained via the city website and/or the City Hall. Fee Waiver Request Forms must be complete, signed, and accompanied by supporting documentation to demonstrate eligibility for the requested fee waiver. Demonstrated eligibility does not assure approval of a fee waiver request.

Fee Waiver Requests will be presented to the City Council for consideration at the next regularly scheduled Council meeting.