

Fee Waiver Guidelines

Organizations requesting a waiver or reduction in fees of Civic Hall or any O'Fallon Parks Pavilion must provide the following information in writing to the Director of Parks and Recreation prior to a decision being made.

I. General Guidelines

- A. Proof of Not for Profit Status
- B. Advertisement that the event is open to the public & free (for a complete waiver) must be provided.
- C. Not for Profit Organizations must service the City of O'Fallon and the person reserving the facility must be an O'Fallon Resident.
- D. Must provide proof that the event will benefit the public, not a specific organization (for a complete waiver)
- E. On occasion, the City of O'Fallon may elect to co-sponsor community-wide events. In this instance, all fees including rental, cleaning and direct staff costs may be waived.
- F. The Director of Parks and Recreation has the discretion to deviate from these guidelines when deemed applicable upon review with the President of the Parks Board.
- G. All events that are open to the public must be accompanied by a Certificate of Insurance naming the City of O'Fallon as an additional insured.

II. Fee Waived Completely

The following must all apply for a fee to be entirely waived for any of event.

- A. In order for an event to qualify for rental fees being waived, it shall be of a nature whereby the benefit of the event will potentially serve the entire community and/or involve all City residents who are interested in this event. Any applicable deposits will still apply. "No shows" will forfeit any deposits.
- B. All organizations requesting a fee waiver must first do so in writing addressed to the Director of O'Fallon Parks and Recreation. The content of said letter should include date and time of event, facility requested and a brief description of the event to be held. All requests will be considered and addressed by the Director or addressed at the next regular monthly meeting of the O'Fallon Parks and Recreation Board if necessary. A Certificate of Insurance in keeping with the City of O'Fallon's current guidelines must accompany this request.
- C. Any damages to facilities or additional cleaning that must be performed to restore facility to original condition will be charged to the user. In the event that repair and/or cleaning costs exceed the deposit amount, users group will be held financially responsible and billed accordingly.

- D. Not For Profit Organizations can reserve any Pavilion Monday – Friday (excluding holidays) during the evening hours for a 2 hour time period free of charge for a private meeting type function where no fee is charged. Organizations must assist with clean up.
- E. Not For Profit Organizations can reserve Civic Hall (small and medium rooms only) Monday – Thursday (excluding holidays) during the evening hours free of charge for a private meeting type function where no fee is charged **if there is a paid function in operation during the same time period in another room.** Organizations must assist with clean up.

III. Fee Reduced

The following organizations can request a partial reduction in rental fees:

- A. A Not for Profit Organization holding a fundraiser where the proceeds benefit the community as a whole not a specific person or group may request a 30% reduction in the rental rate. This organization is responsible for assisting with clean up.
- B. Non for Profit fundraisers benefiting a specific group will be required to pay the full rental rate.

IV. Parks Board Approval Required

The following requests would require approval from the Parks Board.

- A. Fundraisers for a benevolent cause.
- B. Corporations requesting a fee waiver for a special event for the community.