

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
WAIVER OF FEES FOR USE OF CITY FACILITIES/EQUIPMENT	100-7	5/17/99 REVISED DATE 2/20/2001	1 OF 2

PURPOSE:

The purpose of this policy is to make City facilities and equipment available to government agencies, non-profit organizations and Costa Mesa service organizations, at no charge, while still containing costs. A list of City facilities and equipment, subject to this policy, will be approved by separate Council resolution, and may be subject to change.

POLICY:**Government Agencies**

1. Government agencies may receive a waiver of fees for use of City facilities and/or equipment.

Non-Profit Organizations

1. Non-profit organizations may receive a waiver of fees for use of City facilities and/or equipment.
2. The organization requesting the waiver of fees must provide the City with their non-profit 501C3 number.

Costa Mesa Based Service Organizations

Service organizations may receive a waiver of fees for use of City facilities and/or equipment. However, a waiver of fees will be based on the following criterion:

At least 50% (fifty percent) of the organizations' members must be Costa Mesa residents. To comply with this requirement, the organization must submit a roster of the names and addresses of all its' current members; **or a roster of officers with the signature of two officers who are residents of Costa Mesa.** An organization may submit a roster of the names and addresses of their officers, if a roster of all members is not available. However, under this provision, at least 80% (eighty percent) of the organizations' officers must be Costa Mesa residents to qualify for a waiver of fees

CITY OF COSTA MESA, CALIFORNIA

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General Provisions

1. Each agency or organization is limited to one waiver per quarter. A quarter is defined by months beginning with January, April, July and October.
2. Reservations will be made on a space available only, **first come, first serve** basis. Priority will be given to paying customers. Government agencies, non-profit organizations, and service organizations may only utilize this option during hours the facility would normally be open and staffed.
3. All meetings shall be open to the general public.
4. The waiver shall apply only to the basic rental fees and not to the costs for: a) room and/or equipment set up and break down; b) provision of refreshments; c) delivery and pick up of equipment; and d) any other applicable charges. This provision is not subject to appeal.

PROCEDURE:

1. Applicants shall submit a request to the Administrative Services Director.
2. The Administrative Services Director, or his or her designee, will make a determination as to whether the agency or organization meets the Council Policy's requirements for a waiver of fees.
3. If the request qualifies for a waiver, a permit will be issued at no charge.
4. If the request does not qualify for a waiver, the applicant will receive written notification of denial.