



MEMORANDUM

To: Mayor Merkes and Common Council

From: PRD Tungate

Date: February 11, 2015

RE: Revision to current policy regarding fees charged to non-profit groups for certain park facilities

BACKGROUND

On January 12, 2015, the Park Board took action recommending that the current department policy adopted by the Common Council in 2006 be amended to align with the existing Special Event fee policy for non-profit organizations. This recommendation includes waiving certain park fees for non-profit groups.

ANALYSIS

The current fee waiver policy is attached. While the intent of the policy was valid in 2005-2006, staff cannot recall it ever being utilized by a non-profit organization, or a request brought to the Common Council. The current City Special Event policy regarding fees for non-profit groups is also attached. Non-profit special event groups already receive a 50% discount on their fees. The change to the park department fee policy would allow for a 50% discount on park buildings, equipment rental, picnic areas and user fees to non-special event groups (like churches, service clubs, etc.). Most service club or church gatherings are open to the public. The Park Board and staff believe that the two fee policies should be consistent with one another.

FISCAL IMPACT

A review of 2014 park reservation records indicated that approximately a dozen reservations would have been impacted by such a policy change. The reduction in revenue would have been around \$800 if the policy were in effect in 2014.

RECOMMENDATION

Motion to eliminate the previous Park Department policy approved by the Common Council in 2006 and replace it with a policy that allows any non-profit group that provides proof that it is a registered 501 (c) (3) or (4) organization to receive up to a 50% discount on park building, picnic area and park equipment rentals, including park user fees.

City of Menasha
Event Sponsorship and Fee Waiver Policy
Effective January 1, 2007

Per Common Council action taken on September 19, 2005, the City of Menasha will no longer be an official sponsor or co-sponsor to any event brought forth by an outside organization.

As a consideration to this policy, the Parks and Recreation Board and Common Council will consider a waiver of certain fees from requests made by bona-fide non-profit organizations. The applicant is responsible for any insurance required by City ordinance. Neither the Parks and Recreation Board nor the Common Council shall have the authority to waive any insurance requirements. No application shall be considered unless the proper insurance certificate has been filed with the City.

Conditions for Waiving a Fee:

1. One request per organization per calendar year
2. Requests must be made in a timely manner so that both the Parks and Recreation Board and Common Council can act on the request before the event occurs.
3. *An activity, program, or event* must be open to the public and demonstrate a significant benefit to the Menasha community
4. 50% of one fee may be waived from the following categories:
 - A. Equipment Rental Fees
Including, but not limited to: the city stage, picnic tables, bleachers, park benches, trash containers, bike racks, etc. (*maximum 3 items*)
 - B. Facility Rental Fees
Including, but not limited to: park shelters, picnic areas, ball diamonds, soccer fields, tennis courts, swimming pool, Racine Street welcome sign installation fee, etc. (*maximum 2 items*)

Note: Park User Fees and Beer Permit fees shall not be waived.

Questions about this policy should be made to Brian Tungate, Director of Parks and Recreation.

This policy was revised by the Common Council on October 16, 2006.

City of Menasha Special Event Policy

SPECIAL EVENT is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement. Persons desiring to conduct, maintain, undertake, promote, organize or manage a special event in the City of Menasha shall be subject to the requirements of this policy.

The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well-being of all community members.

APPLICATION Complete Special Event Agreement Packet must be returned to City Hall, 2nd Floor, Public Works/Park & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non – refundable fee of \$25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

REVIEW OF APPLICATION Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events Committee. You will be advised of the date and time. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for.

APPROVAL OF APPLICATION Once your application has been reviewed and approved you will receive a Special Event Permit.

CERTIFICATE OF INSURANCE AND ENDORSEMENT Proof of insurance is required for all special events and must be provided by the event sponsor. The City of Menasha needs to be named as additional insured on both the Certificate of Insurance and the Endorsement. The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. The Certificate of Insurance and the Endorsement must be submitted with the Special Events packet.

SPONSOR ADDITIONAL RESPONSIBILITIES If your event requires street closure, it is the event holder's responsibility to contact the bus line, Valley Transit at 920-832-5200 and Gold Cross Ambulance 920-967-6077 to alert them to the street closure. It is also the event holder's responsibility to notify to the property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

FEES For all events a non-refundable deposit of \$25 is required at the time the application is submitted. Charges for park facilities, food sales permits, tent permit fees, firework fees, etc. are to be paid *IN ADDITION* to the Special Events application fee. The Memorial Day Parade is exempt from all fees. Submittal of an event application does **NOT** reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection and fireworks permits. At the completion of your event, charges must be paid no more than 60 days after the last date of your event. If this requirement is not met, further charges may be incurred.

NON-PROFIT ORGANIZATIONS AS EVENT HOLDERS Non-Profits hosting an event that is free and open to the public **may** receive up to a 50% discount on the total Special Event bill. By definition the Non-Profit group must be a registered 501(c)(3) or (4) organization and proof of this designation is required.

TERMINATION OF EVENT The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and /or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.