



City of Suisun
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Facility Fee Waiver Policy

Facility fees charged for the use of City facilities may be waived by the City of Suisun City, in certain limited cases. Any applicant requesting such a waiver must submit the appropriate documents demonstrating that the applicant or intended use fall within the following categories:

- 1) Intergovernmental Cooperation
- 2) Non-profit Organization
- 3) Official Suisun City Partner / Co-Sponsored Event

Any applicant requesting consideration of their waiver must complete the following:

1. Submit a letter to the Recreation, Parks, and Marina Director outlining the specific fee waiver request. The letter should include all pertinent information and must be signed by an authorized representative.
2. Complete the Fee Waiver Application and the appropriate facility application;
 - Facility rental application
 - Park rental application
 - Special event application
 - Combination of applications.
3. Submit a copy of the applicant's non-profit organization documents or any other documents as may be required to show the applicant's organizational paperwork.
4. Submit a copy of the applicant's appropriate insurance. A certificate of insurance must be provided by the permittee and should include the following language: Contractor or event sponsor shall hold harmless, defend and indemnify the City of Suisun City and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expenses, costs, (including without limitation costs and fees of litigation) or every nature arising out of or in connection with contractor's or event sponsor's performance or work hereunder or its failure to comply with any of its obligations contained in the agreement. Minimum limits of insurance are \$1,000,000 for General Liability, Automobile Liability, Employer's Liability and Errors and Omissions. The insured party will

need to supply an endorsement naming the City of Suisun City as an additional insured. This documentation must be provided to the City - at submission of application.

5. Submit a copy of any other documents that are requested by the Recreation, Parks, & Marina director.
6. No fee waivers will be granted at the Joseph Nelson Community Center or the Suisun City Senior Centers on any Friday, Saturday, or Sunday as those are prime rental periods.
7. No fee waivers will be approved for events scheduled to compete against already planned Suisun City community events (4th of July, Christmas on the Waterfront, Celebrate Suisun City, etc.)
8. All documents must be provided to the Recreation, Parks, and Marina Director well in advance of the event date. Please see Application Schedule below.
9. Failure to abide by these procedures will constitute in denial of the fee waiver request.

Examples of functions not considered for a waiver but not limited to the following:

- Commercial events
 - Corporate events
 - Family or social gatherings
 - Events that provide no community benefit
 - Trainings that charge for participation
10. Fees may be waived and/or reduced for events and/or programs by the City of Suisun City. In determining a fee waiver, if a fee is to be waived, the following criterion should be considered:

Intergovernmental Cooperation

The City of Suisun City may waive fees for Intergovernmental cooperation for special events or temporary uses when the applicant is another government agency and the use is related to the performance of its normal functions and is a benefit to residents of the City of Suisun City.

Non-Profit Organization

The city may waive fees for non-profit organizations. The non-profit must provide proof of their current standing with the State of California. The activity for which they are requesting a fee waiver must show a community benefit. This benefit could be the activity itself, a financial donation to an organization in need, or provide a necessary service. The valid non-profit or community service organization also needs to prove that they are serving the residents of Suisun City through their operation. The organization must submit their policy showing that they do not deny participants due to their inability

to pay registration or participation fees. They also need to prove the imposition of fees would create a financial hardship on the organization or would have a detrimental effect upon the services provided to the public. The activity in which the non-profit wishes to produce should have no significant impact on the facilities or department activities, that the permittee will provide volunteer services and materials to mitigate any impacts created by the event or program, or that the impacts are adequately offset by the public benefit provided by the program or event.

Official Suisun City Partner / Co-Sponsored Event

An official partner is an organization or individual that has completed the Partnership process with Suisun City. These partners have proven to provide a needed benefit to the community and therefore are eligible for fee waivers for the program delineated in the Partnership Agreement. All fees charged and waived will be listed in the Partnership Agreement and any additional activities requested on behalf of the recognized partner would cause an amendment to that Agreement.

Fee Waiver Application Fee

There is a \$221 application fee (non-refundable) due at the time of submission of the Fee Waiver Application. This fee is not eligible to be waived.

Fee Waiver Length

Three (3) years is the maximum time that a fee waiver can be approved for. At the end of the initial agreement, the applicant must complete the Fee Waiver process again.

Approvals

- Fee waiver requests for one time or the ongoing use of City facilities will be sent to the Recreation, Parks, Marina Department for consideration.
- If the request involves approval from another City of Suisun City Department, the request will be forwarded to that department.
- Request for fee waiver applications will be reviewed by the appropriate city staff and the department director based on the timeline published in this document.
- Applications will be assessed based on the requirements listed in this document.
- Department director will make a recommendation to the City Manager for final approval or denial.
- City Manager will approve or deny the Fee Waiver Application and applicant will be notified.
- Any denial of a request for Waiver may be appealed to the City Council by providing a notice of appeal to the City Clerk within ten (10) business days of the denial decision.

Fee Waiver Application Schedule

You must adhere to the fee waiver schedule or your request may be denied

2025

Quarter	Event Start Month	Application Due	Approval / Denial Notification
Quarter 1	January February March	November 1, 2024	December 2, 2024
Quarter 2	April May June	February 3, 2025	March 3, 2025
Quarter 3	July August September	May 2, 2025	June 2, 2025
Quarter 4	October November December	August 1 , 2025	September 1, 2025

2026

Period	Event Start Month	Application Due Date	Approval / Denial Notification
Quarter 1	January February March	November 3, 2025	December 1, 2025
Quarter 2	April May June	February 2, 2026	March 2, 2026
Quarter 3	July August September	May 4, 2026	June 1, 2026
Quarter 4	October November December	August 3, 2026	September 1, 2026

FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: _____

Contact Name: _____

Email: _____

Address: _____

Type of Organization: ☐ 501(c) (3) ☐ 501(c) (4) ☐ Governmental Agency
☐ Official Suisun City Partner

Date(s) of event: _____ Facility(s) requested: _____

Name and Purpose of Event: _____

[illegible]

Describe Frequency of Event: _____

- ☐ I have read the Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the understanding and belief that my organization qualifies based on criterion identified in the Facility Fee Waiver Policy.

Printed Name: _____

Signature: _____

Date: _____