

**PARKS, RECREATION & CULTURAL SERVICES MEMORANDUM**  
**#23-2024**

**DATE:** Sept. 23, 2024

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager *hmg*  
Jason Loveland, Deputy City Manager *AL2*

**FROM:** Amanda J. Peterson, Director of Parks, Recreation & Culture *ajp*

**SUBJECT:** CR-148 – Parks, Recreation & Culture Fee Waiver Policy

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**PURPOSE**

To consider CR-148, a resolution amending the fee waiver policy.

**BACKGROUND**

Section 17-2-7(i) of the Municipal Code states that it is the responsibility of the Parks and Recreation Advisory Board “to review applications for fee waivers for use of parks as well as recreational facilities and programs, and rule on said applications pursuant to guidelines established by the Board and approved by City Council.”

The existing fee waiver policy was approved by City Council in February 2016 by Resolution No. 16-23 (Attachment 1). The existing policy states that “activities and events for the primary purpose of promoting or manifesting a particular religious belief or practice, or for the primary purpose of promoting a faith-based organization or religious congregation, are ineligible for discounts or waivers of fees for facility rentals.” Per the recommendation of the City Attorney, this language has been removed from the proposed policy. All other proposed modifications to the policy are administrative in nature.

The Parks and Recreation Advisory Board reviewed the proposed updated policy at its regular meeting on Aug. 8, 2024, and unanimously recommended it be moved forward for City Council’s consideration.

**BUDGET/TIME IMPLICATIONS**

There are no financial or time impacts to the City.

**STAFF RECOMMENDATION**

Staff recommends approval of CR-148.

**STAFF REFERENCE**

If Council Members have any questions, please contact Amanda Peterson, Director of Parks, Recreation & Culture, at [apeterson@northglenn.org](mailto:apeterson@northglenn.org) or 303.450.8950.

**ATTACHMENT**

1. 2016 Fee Waiver Policy

CR-148 – Parks, Recreation & Culture Fee Waiver Policy

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-23  
Series of 2016

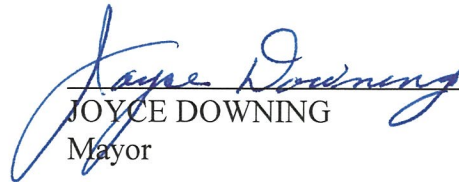
16-23  
Series of 2016

A RESOLUTION ADOPTING A PARKS AND RECREATION ADVISORY BOARD FEE WAIVER POLICY FOR THE CITY OF NORTHGLENN, COLORADO

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The revised Parks and Recreation Advisory Board Fee Waiver Policy, attached hereto as Exhibit A, is hereby adopted by the City Council of the City of Northglenn, Colorado. All previous fee waiver policies adopted by resolution or otherwise are hereby repealed.

DATED, at Northglenn, Colorado, this 22nd day of February 2016.

  
JOYCE DOWNING  
Mayor

ATTEST:

  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

  
COREY Y. HOFFMANN  
City Attorney

# ATTACHMENT 1 2016 FEE WAIVER POLICY

## Northglenn Parks and Recreation Advisory Board Proposed Fee Waiver Policy

### PROPOSED FEE POLICY:

Fees charged for the use of City facilities or individual programs may be reduced or waived if the applicant meets the appropriate criteria set forth in this policy.

### PURPOSE:

The purpose of this policy is to provide an equitable method to identify eligible organizations and people for fee discounts and fee waivers. Public interest is well served by making facilities and programs available to community groups and individual members for special events, meetings, and entertainment. The costs of making such facilities and programs available are generally recovered through fees collected for the specific event or program. However, the public interest is also served by reducing or waiving such fees for limited events that have direct community benefit, or for residents who show financial hardship. Furthermore, to maintain public trust, procedures shall be established for the consistent, fair, and prompt evaluation of such requests. Therefore, this policy is intended to maximize recreational and organizational use of facilities and individual programs, while recovering a portion of the costs associated with the operation of the facility or program and maintaining fiscal responsibility.

### QUALIFYING CRITERIA:

The applicant must meet the following qualifications to be eligible for a fee reduction or waiver:

1. A community-based organization having non-profit status and engaged in charitable, educational or civic pursuits.

Facility use must be for an activity that is of direct benefit to the City of Northglenn community.

Community-based organizations include groups associated with, or directly provide services for, residents of the City of Northglenn. Groups that qualify under U.S. Tax Code 501(c) (3) would be considered eligible organization for waiver of rental fees. Upon request by Northglenn Parks and Recreation, user groups may have to provide proof of non-profit status.

2. An individual resident of the City of Northglenn showing financial hardship.

Financial hardship is determined by the applicant's ability to show a household need, defined by eligibility for free or reduced lunch, based on income guidelines published by Adams 12 schools annually.

### DISQUALIFYING CRITERIA:

1. Organizations which transfer any portion of their net earnings to the benefit of any private shareholder or individual, or otherwise engage in a business or commercial activity for the purpose of making a profit are ineligible for discounts or waivers.
2. Activities and events for the purpose of influencing legislation, elections or supporting campaigns for candidates for political office are ineligible for discounts or waivers of fees for facility rentals.
3. Activities and events for the primary purpose of promoting or manifesting a particular religious belief or practice, or for the primary purpose of promoting a faith-based organization or religious congregation, are ineligible for discounts or waivers of fees for facility rentals. Faith-based organizations

and congregations include churches, mosques, synagogues, temples, and any organization based on a particular religious ideology, consists of religiously-motivated members, and the organization is identified, whether by its name, incorporation, or mission statement, as a religiously-motivated institution.

4. Individuals who are not current residents of the City of Northglenn are ineligible for discounts or waivers of fees for individual programs.

DISCOUNT POLICY:

A. Staff may grant a 20% fee discount to a qualifying community-based organization for the rental of a facility.

B. The Parks and Recreation Board must authorize a discount greater than 20% to a qualifying community-based organization for the rental of a facility.

C. Staff may grant a discount not exceeding 50% of the program cost to a qualifying individual resident of the City of Northglenn. Each individual resident is entitled to no more than \$250.00 in program discounts annually. The annual discount is calculated per individual program participant, and not by household.

WAIVER POLICY:

A. If a qualifying non-profit organization believes that it cannot pay the reduced fee amount, the organization may request a complete waiver of the fee from the Parks and Recreation Board.

ADDITIONAL TERMS:

A. Any request denied by staff may be appealed to the Parks and Recreation Advisory Board if a written request for appeal is received by the Board within 30 days of the denial.

B. Fee discounts or waivers for facility rentals will be granted only for use of the facility during its normal business hours. Overtime costs will be borne by the renting organization.

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-148  
Series of 2024

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Series of 2024

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DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, MMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney



## **FEE WAIVER POLICY**

### **PURPOSE**

Fees charged for the use of City facilities or individual programs may be reduced or waived if the applicant meets the criteria set forth in this policy. The purpose of this policy is to provide an equitable method to identify eligible organizations, community groups, and individuals for fee discounts and fee waivers. Public interest is well served by making facilities and programs available to community groups and individual members for special events, meetings, and entertainment. The costs of making such facilities and programs available are generally recovered through fees collected through admission or for the specific event or program. However, the public interest is also served by reducing or waiving such fees for limited events that have direct community benefit, or for residents who show financial hardship. Furthermore, to maintain public trust, procedures shall be established for the consistent, fair, and prompt evaluation of such requests. Therefore, the fee waiver policy is intended to maximize recreational and organizational use of facilities and individual programs, while recovering a portion of the costs associated with the operation of the facility or program and maintaining fiscal responsibility.

### **QUALIFYING CRITERIA**

The applicant must meet one of the following qualifications to be eligible for a fee reduction or waiver:

- A. A non-profit, community-based organization engaged in charitable, educational or civic pursuits. Facility use must be for an activity that is of direct benefit to the City of Northglenn community. Community-based organizations include groups that are associated with, or directly provide services for, residents of the City of Northglenn. User groups may be asked to provide proof of non-profit status.
- B. An individual resident of the City of Northglenn showing financial hardship. Financial hardship is determined by the applicant's ability to show a household need, calculated as 1.85 times the federal poverty guidelines for the current year.

### **DISQUALIFYING CRITERIA**

The applicant is ineligible to receive a fee reduction or waiver if any of the following apply:

- A. Organizations which transfer any portion of their net earnings to the benefit of any private shareholder or individual, or otherwise engage in a business or commercial activity for the purpose of making a profit.
- B. Activities and events for the purpose of influencing legislation, elections or supporting campaigns.
- C. Individuals who are not current residents of the City of Northglenn.
- D. Organizations or groups that are not based in the City of Northglenn or do not provide a significant level of service to residents of Northglenn.

## **FEE WAIVER LIMITS**

- A. Staff may authorize a 20% fee discount to a qualifying community-based organization for the rental of a facility.
- B. If a qualifying non-profit organization asserts it cannot pay the reduced fee amount authorized by staff, the organization may request a waiver of the fee from the Parks and Recreation Advisory Board. The Board may authorize a waiver of 25% to 100% of the fee.
- C. Staff may grant a scholarship to not exceed 50% of the program cost to a qualifying individual resident of the City of Northglenn. Each individual resident is entitled to no more than \$250.00 in program discounts annually. The annual discount is calculated per individual program participant, and not by household.

## **DONATIONS**

- A. A request by a qualifying organization for a donation of recreation admission or services (ie. punch passes, show tickets, event admission) with a value of up to \$100 may be authorized at the discretion of the Director and/or Manager(s).
- B. Any request for the donation of recreation admission or services in excess of \$100 per organization per year shall be at the discretion of the Parks and Recreation Advisory Board.

## **ADDITIONAL TERMS**

- A. Any request denied by staff may be appealed to the Parks and Recreation Advisory Board if a written request for appeal is received by the Board within 30 days of the denial.
- B. Fee discounts or waivers for facility rentals will typically only be granted for use of the facility during its normal business hours. Costs for staffing, security, field painting, electricity, alcohol, unique equipment and services, and rental time in excess of what has been approved will generally be borne by the renting organization.
- C. Granting of a discount or fee waiver does not guarantee availability of the desired rental facility or program. Fee waivers for ongoing rentals or program discounts may be granted in increments up to one year, pending availability of the rental space or program on a seasonal basis.
- D. Programs or events held by, in coordination with, or co-hosted by the City of Northglenn for the purposes of providing recreation programming, community events, staff training, public outreach, intergovernmental cooperation, etc. are exempt from this policy.
- E. A request for a waiver of fees with unique or extenuating circumstances not specifically addressed within this policy may be granted at the discretion of the Parks and Recreation Advisory Board.