

**SALT LAKE COUNTY PARKS & RECREATION  
DIVISION POLICY ON  
FEE REDUCTION / WAIVERS**

**REFERENCES**

Salt Lake County Countywide Policy #1200 on Contributions, In-Kind Assistance, and Fee Waivers

**PURPOSE**

To establish fiscally-responsible guidelines to equitably evaluate fee waiver requests.

**PHILOSOPHY**

- Salt Lake County Parks and Recreation strives to be an exceptional steward of facilities, parks, trails and funding to programs and services. To that end, Parks and Recreation charges fees for programs and facility usage to offset the county taxpayer's subsidy.
- Charging fees is a standard practice in the Park and Recreation industry when individuals, private groups or non-profit groups wish to reserve and exclusively utilize public facilities.
- Fees are reviewed annually by staff, then recommended to the Parks and Recreation Citizens Advisory Board for acceptance and approved by the Mayor and adopted by the Salt Lake County Council.
- Fee waivers may be restricted, based on budgetary constraints.

**DEFINITIONS**

**FEE WAIVER:** The granting of a reduction or dismissal of a required fee normally charged for a facility.

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**Eligibility**

- Fee waivers may be submitted by non-profit entities providing a direct service that is similar or complimentary to current Salt Lake County goals, programs and services.
- Fee waivers are for established Division facility reservation fees only. Direct costs such as staff time or other Salt Lake County fees are not eligible for a fee waiver or reduction under this policy.
- All fee waiver requests are subject to Salt Lake Countywide Policy #1200 Contributions, In-kind Assistance, and Fee Waivers.

**Ineligibility – Fee waivers will be denied for the following:**

- Commercial ventures or organizations.
- Events sponsored by private individuals.
- Events or activities that are not open to the public.
- Projects or organizations requesting a fee waiver for previous financial and/or contractual obligations.
- Projects or organizations who have failed to fulfill their financial and/or contractual obligations during previous events or activities for which Parks and Recreation facility fees were waived or reduced.

**P&R Responsibility**

- The granting of waivers is dependent upon current budget and operating impacts.
- This policy is effective to the extent a fee waiver or reduction can be considered without negatively impacting the division's budget or current operations.
- No employee has the authority to waive, reduce or change an established fee set by the Salt Lake County Council.

### **Fee Waiver Eligibility Time Limits**

- Applicants that receive a fee waiver are not eligible for another facility fee waiver, applicable to this policy, for a period of at least three (3) years.
- Applicants that fail to abide by the requirements set forth here will be ineligible to receive future fee waivers for a period of at least four years (4).

### **Annual Cap**

- The annual cap for Parks and Recreation fee waivers is \$10,000. This amount is reviewed annually and may change depending on fiscal constraints.
- Fee waiver funds are not guaranteed and are subject to on-going budgetary needs and constraints. When fiscally necessary, funds may not be available and may be absorbed back into the Parks and Recreation budget.
- Fee waiver funds are available for the calendar year.

### **Application for Fee Waiver Procedure**

- Applications for fee waivers must be made in writing by submitting the Application for Fee Waiver, along with a copy of the organization's IRS 501(c)3 determination letter (if applicable).
- Requests must be made at least 90 days in advance of the event to be reviewed according to the schedule below.
  - Requests will be reviewed by the P&R Division Advisory Board at the meetings held the second Wednesday of every month.
- The submission of the Application or the demonstration of eligibility does not guarantee approval.
- The Application for Fee Waiver may be obtained from Salt Lake County Parks and Recreation, 2001 South State Street, S4-700, Salt Lake City, UT 84190.
- The Application for Fee Waiver must be complete, signed, and accompanied by supporting documentation to be considered.
- Completed Applications for Fee Waivers shall be submitted to the Parks and Recreation Division Director at 2001 South State Street, S4-700, Salt Lake City, UT 84190 or by email at [parksandrec@slco.org](mailto:parksandrec@slco.org) with "Application for Fee Waiver" in the subject of the email.

### **Approval Process**

- The Application for Fee Waiver is submitted to the Parks and Recreation Division Director who will review the application with the appropriate Associate Division Director.
  - The application and supporting documents are reviewed for eligibility and acceptance to be forwarded and discussed at the next Parks and Recreation Advisory Board meeting.
  - Additional information may be requested, in advance of consideration at the Parks and Recreation Advisory Board.
- Parks and Recreation Advisory Board shall review the application and make a recommendation for acceptance or denial to Salt Lake County Community Services Department Director for review and forward to the Mayor's Office for recommendation to the County Council. All requests for fee waivers must be approved by the County Council prior to disbursement.
- Applicants will be notified by email and/or mail, within 30 days of final approval from the Mayor's Office and County Council.
- All organizations receiving more than \$2,500 will be required to submit a "Disbursement of Funds Report" within six months of receipt of the funds, pursuant to County-wide Policy #1200.

*Revised: 3/18/19*