



SEATTLE PARKS AND RECREATION FACILITY USE FEE REDUCTION GUIDELINES

Seattle Parks and Recreation (Parks) is interested in supporting activities offered by outside organizations that support Parks and/or City initiatives. Parks aims to fulfill the following objectives with these fee reduction guidelines¹:

1. Provide space for non-traditional programming
2. Build relationships with the community
3. Promote parks and recreation opportunities to a wider user group
4. Respond to community requests in a consistent manner

All requests to reduce fees associated with the use of a Parks facility will require the attached application and will be evaluated using the following guidelines which are intended to be consistent with the Department's mission and to maximize our resources by providing mutual benefit for Parks and the community. Approvals will be considered for the current approved Fees & Charges cycle or up to one year (whichever is shorter), will be based on space availability, and will require compliance with all other Parks rental policies, procedures and guidelines.

Insurance

Insurance shall be required when the planned event or any structure, activity or feature thereof presents a significant risk of liability or loss due to personal injury or property damage for the City, its officers, or for the applicant. The insurance requirement shall not apply to events where the sole activity consists of expression protected by the First Amendment and does not involve the use of any structures, vehicles, equipment, apparatus or machinery that creates a significant risk of personal injury or property damage. In addition, an application fee will be collected upon formal written application. This fee is non-refundable, except when the Department denies a request. Insurance will be required when there is alcohol present and/or an outside vendor, such as a caterer or special equipment vendor.

Fee Reduction for Facility Use: Events and Programs

Organizations proposing recreation events or programs are eligible to receive a fee reduction if:

1. Their program supports a Parks or City initiative that Parks is currently not positioned to provide directly. (Initiatives are listed on the Mayor's website at <http://www.seattle.gov/mayor/issues/>)
2. Parks does not currently serve the intended community.

¹ These guidelines do not apply to use authorized through existing or future partnership documents. In recognition of the public benefit provided by our partners, Parks will provide access to meeting space for the partner organization to conduct business and community meetings. The level of facility provided shall be outlined in partnership documents. Any use above the level outlined in the partnership documents will require payment according to Parks' fee schedule.

Free to Participants: If the organization offers the program free to participants, the organization would be eligible for up to 100 hours of use annually at Class A rental fee rates. A copy of the materials referencing the free program is required.

Fee for Participants: If the organization intends to charge participants for the program, the maximum reduction of facility fees would be 50%. Over time, these organizations/user groups should anticipate covering increased percentages of applicable fees.

Annual Use	Amount of Discount
First 10 hours of use	50%
11-20 hours of use	40%
21-30 hours of use	30%
31-40 hours of use	20%
41-50 hours of use	10%
Above 51 hours	0%

The damage deposit and any required direct costs, such as staffing to provide facility access, will be fully covered by the organization. The organization should provide an outreach plan in advance and a report of participation following the use that outlines the level of participation by the target population.

Fee Reduction for Facility Use: Private Use by Non-Profit or Community Organizations

Community organizations are eligible to receive a fee reduction for private events such as board meetings, fundraising events, etc, if they:

1. Pursue a mission that furthers Parks goals and/or City initiatives
2. Provide a service that Parks does not currently provide to the intended community

The maximum reduction of facility fees is 50% for this type of use. The damage deposit and any required direct costs, such as staffing to provide facility access, will be fully covered by the organization.

Annual Use	Amount of Discount
First 5 hours of use	50%
6-10 hours of use	40%
11-15 hours of use	30%
16-20 hours of use	20%
21-25 hours of use	10%
Above 26 hours	0%

How to apply:

- Complete the attached ‘FACILITY USE FEE REDUCTION APPLICATION’ form.
- Write a letter outlining how your organization will provide service to the community that furthers a Parks goal and/or City initiative at a level at least equal to the requested fee reduction.
- A minimum of thirty days before the event/program date, return the application and letter to the supervisor at the facility where you desire rental space.

You will receive written notification of the status of your request.