



FACILITY FEE EXEMPTION POLICY

City Manager's Office

City Council
November 27, 2018

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BACKGROUND

1. October 17, 2017 - Finance Committee requested a report on outside groups using City-owned facilities for free, including the processes used to determine which groups are eligible to receive a facility fee waiver.
2. City Manager's Office worked closely with departments to identify outside groups that received a facility fee waiver in 2017 and the policies and procedures used for approving facility fee waivers.



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DISCUSSION

1. In 2017, approximately 175 groups were authorized to use a City facility for free or at a reduced rate;
2. Authorized groups include a wide range of local non-profits, community service groups, professional associations, local schools and other governmental agencies.
3. Many groups used a City facility on a recurring basis for meetings and events/activities.



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EXISTING POLICIES/PROCEDURES

1. **City Sponsorship Program** - City Council approved policy; provides guidelines and criteria for granting City funds or in-kind services to outside groups, including use of facilities.
2. **Administrative Policies** - Citywide guidelines approved by the City Manager; specific to the types of uses permitted at each site:
 - a) City Council Chambers
 - b) Fox Performing Arts Center
 - c) Grier Pavilion



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EXISTING POLICIES/PROCEDURES

3. Departmental Policies - Official guidelines approved by the Director or Board/Commission that are specific to facilities managed by the associated department:

- a) Community and Economic Development
- b) Parks, Recreation and Community Services
- c) Library

4. Departmental Procedures - Informal procedures applied by staff for facilities managed by the department.



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Qualifying Criteria

Facility fee exemptions may be granted for events/programs if **ALL** of the following criteria are met:

1. Provides in-kind or other contribution of goods, services or programs that benefit Riverside residents;
2. Be open to the public at no cost to participants, or have a low cost element;



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Qualifying Criteria (cont.)

3. Organized or co-sponsored by one of the following groups:

- a) Other Governmental Agency
- b) Local Public School
- c) Community Service Group
- d) Nonprofit Organization

Fee exemptions may also be granted for committees, boards or commissions acting under the authority or direction of the City Council.



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Exclusions

Event/program types that are excluded from receiving a facility fee exemption include:

- 1. Private events, including weddings and memorial services;
- 2. Political/partisan activities that promote a campaign or candidate for public office;
- 3. Commercial uses including events that limit access to a facility by charging an entry fee or selling materials/services for profit;
- 4. Organizations that engage in propaganda.



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Exclusions (cont.)

Does not apply to the following facilities, which are regulated by an existing citywide administrative policy or management agreement:

- | | |
|-------------------------------|-----------------------------------|
| 1. City Council Chambers | 4. Riverside Convention Center |
| 2. Fox Performing Arts Center | 5. Riverside Municipal Auditorium |
| 3. Grier Pavilion | 6. The Box and The Showcase |
| | 7. Fairmount Golf Course |



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Frequency, Procedures and Additional Requirements

1. Facility reservations limited to a maximum of one (1) occurrence per month, up to three (3) hours per occurrence, or twelve (12) occurrences per year;
2. Vacant land reservations limited to ten (10) days per year;
3. Requests for facility fee exemptions must be made directly to the managing department on a City application;
4. Groups must follow normal facility reservation procedures, including payment of additional user costs, security deposits and applicable insurance;



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Frequency, Procedures and Additional Requirements (cont.)

5. Reservations must occur during the facility's normal operating hours;
6. The facility's name, address and phone number may not be used as the official address of any group; and
7. Use of the facility shall not be publicized in any way as to imply City sponsorship or endorsement of the group and its activities.



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Tracking and Reporting

1. Each department will be responsible for monitoring and tracking all approved rental fee exemptions;
2. The City Manager's Office will work with departments to prepare a report of all groups approved to use a City facility under this policy;
3. This report will be presented to the City Council six months following the approval of the policy and on an annual basis thereafter.



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FISCAL IMPACT

1. The Facility Fee Exemption Policy will ratify existing guidelines that are already being used by departments to issue facility fee exemptions.
2. This policy will not permit any new or additional fee exemptions.
3. There is no fiscal impact associated with the adoption of this policy.



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RECOMMENDATIONS

That the City Council:

1. Receive a report on existing policies and procedures for approving facility fee waivers at City-owned facilities; and
2. Approve a citywide Facility Fee Exemption Policy to establish consistency, equity and fairness for evaluating and processing outside requests for facility fee exemptions.



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