



City of Caldwell Fee Waiver Policy

Purpose

The purpose of this is provide financial assistance in the form of fee waivers to non-profit groups or schools that provide programs, services or events that are of general benefit to the community. This policy is to ensure that the City's support of events through waiving of fees is facilitated in a fair and equitable manner and does not burden the City's annual operating budget.

The City of Caldwell is committed to supporting volunteer, community based organizations in order to maintain a quality of life for its residents. This policy aims to protect the City's assets, interests, goals, facilities, programs and services while also ensuring that events grow and prosper, positively impacting the quality of life of Caldwell residents.

Eligibility

Eligible groups must be not-for profit organizations or government agencies which demonstrate a degree of community support and representation included by not limited to:

- City-Sponsored Events
- Registered charities
- Arts and culture organizations
- Athletic and social clubs
- Service Clubs
- Neighborhood groups and organizations
- School Associations

Fee waivers will not be accepted for organizations or events of:

- Any profit making venture for commercial entities
- Discriminatory activity and events
- Activities that are contrary to the policies of the City
- Activities which are deemed to be unlawful
- Any Political Affiliated Entity or activity

Eligible Fees

- Park Permit Fees
- Special Event Permit Fees
- Rental of City Property for special event at the site
- Train Depot Event Center
- Reservation Fees

- Sport Field Fees

Fees that may not be waived:

- Right of way fees
- Police and Fire Reimbursement
- Insurance Fees
- Park Impact fees
- Event Security fees
- Additional trash bins or restrooms ordered for the event
- Cleaning/ Damage Deposits
- Additional equipment that engenders an additional cost.

Fee Waivers

- Not For profit organizations can request a fee waiver of up to 25% of the fee of the fee.
- School organizations which includes any school district located within the boundaries of the Caldwell City limit, may request a fee waiver of up to 50% of the fee.
- City- Sponsored events requesting a full rental fee waiver will reviewed on a case-by case basis.

Application Procedure

All interested groups must apply using the official application form and provide information relevant to the event. The application must show projected social, cultural, economic and environmental impact that the event will have on the City of Caldwell and its residents.

Each applicant must demonstrate a need for the waiver, and that the waiver will not accrue or cause profit to be accrued to the applicant, either directly or by association.

Under normal circumstance, only one event per organization will be considered in a calendar year.

Audited financial statement, articles of incorporation, Board of Director minutes and proof of not-for-profit or charitable status are not required with the application, however, the City retains the right to request this information if deemed necessary.

Groups who receive a fee waiver in one year do not automatically receive the waiver in future years. An application must be received each year.

City Clerk's staff will advise the interested group if the application has been accepted prior to the date of the event.