**Fee Waiver Policy for Rentals of City Property & Facilities**

*\*Approved by City Council on 11/16/2023*

The Oakridge City Council recognizes the value of partnership with community organizations, agencies, and city partners that benefit the community and its residents. We encourage the sense of togetherness these events can bring to our city. The Oakridge City Council and the City of Oakridge may provide a fee waiver to these such groups for not-for-profit events that qualify and provide benefits to the Oakridge community.

**Program Rules & Eligibility**

All City departments qualify for the fee waiver, without meeting the event requirements. Fee Waiver requests may be granted by the City Administrator, without Council approval, for Organizations and/or Groups meeting the criteria listed below.

* Applicants are eligible for up to three (3) fee waivers per fiscal year. Any additional requests will require Council approval.
* Any deposits and/or City staff overtime costs required due to the event CANNOT be waived.

**The following criteria must be met for both the organization and the event:**

1. **The applying organization must be:**
	1. A nonprofit or not for profit organization, partner or group.
	2. Non-discriminatory and non-political in nature.
2. **The event must:**
	1. Events must provide a community benefit within the City of Oakridge and/or surrounding areas.
	2. If the fee waiver request is a fundraiser event, the organization must demonstrate in writing how the funds raised will be of general benefit to the Oakridge community.
	3. If the request for fee waiver is for a community event, the event must be advertised as stated below under City Contribution Recognition.
3. **Fee Waiver Limits:** Fee waiver amount is subject to $1,500 maximum per fiscal year. This includes community sponsored events and long-term usage requests.

***\*All Fee Waiver requests that DO NOT meet ALL the criteria listed above, shall require City Council review and/or approval.***

**City Contribution Recognition**

The City's contribution should be recognized in the event fliers and/or advertising with the following statement:

***"This event was made possible, in part, by the City of Oakridge."***

**Report of Fee Waivers**

The City Administrator will provide a Fee Waiver Log to the Council to track and update the Council on Fee Waiver requests. This should be provided in a timely manner after events, during Business from the City Administrator at regular scheduled Council meetings. A copy of the fee waiver request, financial impact to the city and short summary of benefits to the community will be included.

**Fundraising Events**

All approved Fundraising Events must provide a written report to the City Administrator within 90 days after the event, to include:

* Number of participants
* Copies of all advertising of the event
* The benefit to the community
* Amount of funds raised, if any.
	+ An accounting of how the proceeds of the event will be dispersed

***\*Failure to abide by the rules and procedures as set forth in this policy document or falsifying information provided to the City in your application materials will result in denial or revocation of funding and/or the organization being denied future fee waiver requests and/or other funding from the City.***

**Contact Us**

If you have questions, please contact the City Administrator by phone at: (541) 782-2258; or by email at: **cityadministrator@ci.oakridge.or.us**