

Park Reservation Policy #4 Addendum

Fee Waiver. Bona fide nonprofit agencies, Charities, Philanthropic sponsors, and/or organized athletics programs, which provide a bon-a-fide service to our citizens, which in the opinion of the Board of Commissioners/Town Manager, are acting as an extension of a recreation program traditionally funded by local government may apply for waiver of fee. The waiver is to be decided on a case-by-case basis following receipt of a written request and supporting documentation as deemed appropriate by the **Town Manager**.

An organization, groups or individuals requesting use of a recreation building, picnic shelter, ball field or other town Recreation and Parks facility to sponsor an event in which ALL proceeds will be designated to a community cause or charity must make a written request to the **Town Manager** or his designee. This request must include the name of charity or the community cause.

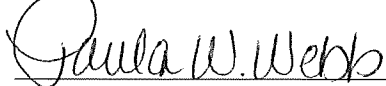
Once approval has been granted by the **Town Manager** the organization, group or individuals must provide written documentation that the charity or community cause has been notified and agrees to accept the proceeds. The name, address, contact person and telephone number of the charity or community cause must also be provided in writing. Organizations, groups, or individuals must provide a financial statement to the **Town Manager** within seven days of the conclusion of the event.

Fees. Fees will be set at the discretion of the Board of Commissioners, in the Schedule of Fees.

Adopted January 16, 2007.


David L. Russell, Mayor

Attest:


Paula W. Webb, Town Clerk

