



Town of Buena Vista

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Fee Waiver Policy for Facilities and Special Events

General

This policy establishes parameters for waiving or reducing fees for Town parks and facilities as well as for special event permits.

Purpose

The Town is regularly approached to waive or reduce fees for events and activities held within the Town limits. This policy is designed to provide an equitable means for event sponsors to apply for fee waivers or reductions.

Background

Special event permitting fees help cover the cost of staff time to process the permits and provide the infrastructure and services necessary for the event.

Facility reservation fees help cover the cost of the wear and tear of the facility, staff time in coordinating the reservation and maintaining the facility, and contribute to facility improvements to better serve the greater Buena Vista community.

Responsibility

A fee reduction or waiver may be granted administratively. The granting of waivers is dependent upon the benefactor of the event as well as benefit provided to the Town or community in general. To the extent a reduction or waiver can be granted without negatively impacting the Town's budget or operations, this policy will guide staff in making a reduction or waiver decision.

Policy

Entities eligible for a fee waiver or reduction include:

- Chaffee County based non-profits or organizations raising funds for a Chaffee County based non-profit
- Apolitical groups and events

Special Event Fee Waiver Requests: The nature of the event will determine the level of fee reduction or waiver. If the event is free and open to the public, facility or park rental fees can be waived and the special event fees can be reduced by 50%. If the event is a ticketed

fundraiser benefiting a Chaffee County based non-profit, the organization can receive 50% off the facility or park rental fee and 50% off applicable special event fees.

Non-Special Event Fee Waiver Requests: Eligible organizations can request a 50% reduction of fees for facility rentals for meetings.

Policy General Principles

- Staff may reduce or waive facility use fees up to a maximum of \$500 per organization per year for events that are compatible with this policy.
- Chaffee County based government entities, Buena Vista School District school sponsored events, VITA services, and BV Strong Dinner are exempt from all fees.
- Applicable special event fees include, but are not limited to:
 - Application Fee
 - Barricades
 - Cones
 - Crowd control fencing
 - Noise Permit
 - Street Closure
 - Water/Electricity
 - Temporary Sign Permit
- Damage deposit, special event camping deposit and additional police officer fees are not eligible for reduction or waiver.
- A Fee Waiver Request Form must be signed by a local agent from a Chaffee County based nonprofit or government entity to be considered.

If the request does not qualify in this policy, the request for a fee waiver will be denied.