



parks · recreation · cultural services

PARK RENTAL FEE REDUCTION POLICY

GENERAL

It is the policy of the Colorado Springs Parks, Recreation & Cultural Services Department (PRCS), under circumstances appropriate for Colorado Springs parks, to reduce park rental fees for special events and activities, subject to this Policy.

PURPOSE

The Policy outlines the requirements, limitations and conditions under which the Department may reduce park use fees for events activities within the City. The purpose of the Policy is to provide an equitable means for event organizers to apply for fee reductions and to establish mutually beneficial partnerships between the Department and the community.

ELIGIBILITY

The following events/activities are not eligible for Reduction:

- Events presented by for-profit organizations
- Events presented by private individuals
- Activities primarily of a fundraising or charitable nature, unless the funds directly benefit City-owned programs, activities or facilities
- Events or activities that are not open to the public
- Organizations headquartered outside of the Colorado Springs City limits (unless the demonstrated benefits are primarily to the residents of Colorado Springs)
- Projects or organizations which have failed to fulfill their obligations during previous events or activities for which permit fees were waived or reduced

PROVISIONS

A fee reduction is granted by the Department Director or designee at the time of the request. The granting of reductions is dependent upon budget and operating impacts. To the extent a reduction can be granted without negatively impacting the Department's budget or operations, this policy will guide the Director's discretion. The following apply to fee reduction to the extent and manner specified:

- There is a limit of one (1) fee reduction for an event or activity per year
- Fee reduction is available for a variety of large events including sporting, tourism, cultural, general and major community events and activities
- Fee reductions are for PRCS facility rental fees only. Direct costs including, but not limited to vehicle costs, traffic control, staff time, electricity, water or other City fees are not eligible for a fee reduction under this policy.

Fee Reduction. The Department Director or designee has the discretion to reduce facility permit fees for events that are compatible with priorities. Consideration will be given to events that:

- Are sponsored by non-profit entities that have documented Federal 501(c)3 status, or a similar non-profit status under Colorado state law. (**Note:** Non-profit status does not guarantee that a fee reduction will be granted.)
- Directly benefit City-owned programs, activities or facilities
- Attract visitors to the City and encourage tourist activity
- Expect more than 1,000 participants/attendees
- Any event pertaining to City business, general or municipal elections, memorial services sponsored by veteran or public safety organizations, events or activities which are governed by a separate agreement with the PRCS Department, or an event benefiting a City department, agency or facility where any anticipated proceeds from the event are not expected to exceed the costs of the event.

Acknowledgement. All recipients of a fee waiver or reduction shall acknowledge the Parks, Recreation & Cultural Services Department in all publicity relating to the event or activity. Acknowledgement includes Department logos on all advertising and promotional material and in other promotional contexts. A link to the City's website, ColoradoSprings.gov should be included on the event's website.

PROCEDURES

Application. Requests for a fee reduction must be made in writing and must accompany the Special Event Permit Application. The complete request should include the following:

- Letter of request on organization letterhead detailing a brief history of the event and purpose or mission statement and a brief summary explaining the primary benefits of the event as it relates to the fee reduction criteria outlined in this policy (1 page maximum, see attached example)
- A promotions/marketing plan summary detailing the promotional opportunities how the Department's contribution will be acknowledged (1 page maximum)
- A line-item detailed budget for the event
- Verification of non-profit status, preferably a copy of IRS documentation

The packet should be e-mailed to parcs&recofficeofspecialevents@coloradosprings.gov, faxed to 719.385.6599 or mailed to:

Parks, Recreation & Cultural Services Department
Office of Special Events
1401 Recreation Way
Colorado Springs, CO 80905

The Department Director or designee shall determine eligibility and notify the applicant of a decision within 30 days of receipt of the request.

Follow-Up Reporting. All organizations receiving a fee reduction must complete and submit a follow-up report to the Office of Special Events no later than 60 days after the completion of the event. The final report should consist of a one page (maximum) typed summary of the results of the project and how it met the provisions outlined in this policy. Samples of advertising and promotions, including tear sheets, photographs, brochures, DVDs, screen shots, etc. should be included.