



City of Dalton Gardens
Facility Reservation Fee Waiver Policy
6360 N. 4th Street
Dalton Gardens, Idaho 83615
208-772-3698

1. Purpose

The purpose of this policy is to establish guidelines to be used to evaluate requests for City facility fee waivers and to implement a structure and process through which consistent information for fee waiver requests will be collected and evaluated. This policy is only applicable to fees related to City of Dalton Gardens reservable facilities.

2. Background

City of Dalton Gardens established fees for the reservation of municipal park shelters, horse complex and City Hall meeting rooms to preserve the peace and tranquility of the parks, prevent overcrowding of the facilities, to provide funds for the maintenance of the parks, and to recoup a portion of the cost that the City incurs as a result of processing the applications for reservations.

3. Policy

It is at the Mayor's sole discretion, to approve or disapprove fee waiver requests. Facility Reservation Fee Waiver requests will be filled out by requesting organization representative and presented to the Clerk's Office at City Hall for processing.

The following general guidelines will be used to assist in the determination of whether a requested fee waiver is eligible or ineligible.

Fee waiver requests will be reviewed in the context of the overall City budget.

City of Dalton Gardens asks that eligible organizations (see below) request for a reasonable number of waivers per calendar year.

Direct City of Dalton Gardens costs associated with any service or event may not be waived.

The Mayor and City Council may establish a cap on the amount of fee waivers that may be granted during any fiscal year.

Fee waiver request must be submitted at least 30 business days prior to event date. All applicable rules and facility reservation policies must be followed by requestee.

Eligible for fee waivers

- City of Dalton Gardens Commissions/Committees, Council, and Community Service Groups (Non-Profit)
- Governmental/Tax District agencies that receive tax funding
- School Activities

Ineligible for fee waivers

- For-profit organizations
- Vendors
- Fund raising events where attendees pay a fee for admission to the event or in the case of festivals where vendors pay to participate in the event.



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Fee Waiver Request Form

All fee waiver requests must include a Fee Waiver Request form. The form may be obtained via the City of Dalton Gardens website <https://daltongardens.govoffice.com/index.asp?SEC=A718C566-C9F6-4CDD-B34C-6A1F9737F357&DE=B5ABC899-F49B-4F48-BC98-F34846A1D5E0>. Fee Waiver Request Forms must be complete, signed, and accompanied by supporting documentation to demonstrate eligibility for the requested fee waiver. Demonstrated eligibility does not assure approval of a fee waiver request. Fee Waiver Requests will be presented to the Mayor for approval or disapproval. Depending on request, the Mayor may bring request to City Council for consideration at a Council meeting.

City of Dalton Gardens Fee Waiver Request Form

Title of Event: _____
Date(s) of Event: _____ Time of Event: Start- _____ End- _____
Contact Person: _____
Name of Organization: _____
Mailing Address: _____
Phone Number: _____ Fax Number: _____
Email Address: _____
Location(s): _____

We are presenting a fee waiver request to the Mayor and City Council in accordance with the Facility Fee Waiver Policy.

Applicant Signature: _____ Date: _____
Mayor: _____ Date: _____

Approved Not Approved

CITY OF DALTON GARDENS FEE WAIVER GUIDELINES: All requests for a fee waiver must be addressed to the City of Dalton Gardens in writing. Fee Waiver Requests will be presented to the Mayor for consideration. It is at his discretion to approve/not approve or bring the request to City Council at a Council meeting.

Eligible for fee waivers

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